

FLINK SOUTH AFRICA (PTY) LIMITED

This manual has been prepared in terms of the section 51 of the Promotion of Access to Information Act 2 of 2000 and to address the requirements of the Protection of Personal Information Act 4 of 2014.

December 2021

[version]

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1. **DEFINITIONS**

Client	any natural or juristic person that received or receives services from the Company
Conditions for Lawful Processing	the conditions for the lawful processing of Personal Information as fully set out in chapter 3 of POPI and in paragraph 12 of this Manual
Data Subject	the person to whom personal information relates
Information Officer	the individual who is identified in paragraph 3 of this Manual
Manual	this Manual
PAIA	the Promotion of Access to Information Act 2 of 2000, as amended
Personal Information	<p>means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—</p> <ol style="list-style-type: none">a. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

- b. information relating to the education or the medical, financial, criminal or employment history of the person;
- c. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- d. the biometric information of the person;
- e. the personal opinions, views or preferences of the person;
- f. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- g. the views or opinions of another individual about the person; and
- h. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person

Personnel

any person who works for, or provides services to or on behalf of the Company, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Company, which includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff as well as contract workers

POPI

the Protection of Personal Information Act 4 of 2013, as amended

POPI Regulations	the regulations promulgated in terms of section 112(2) of POPI
Private Body	<p>means—</p> <ul style="list-style-type: none">a. a natural person who carries or has carried on any trade, business or profession, but only in such capacity;b. a partnership which carries or has carried on any trade, business or profession; orc. any former or existing juristic person, but excludes a public body
Processing	<p>means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—</p> <ul style="list-style-type: none">a. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;b. dissemination by means of transmission, distribution or making available in any other form; orc. merging, linking, as well as restriction, degradation, erasure or destruction of information
SAHRC	the South African Human Rights Commission

Any other terms not described herein will have the meaning as ascribed to it in terms of PAIA or POPI.

2. INTRODUCTION TO THE PROMOTION OF ACCESS TO INFORMATION ACT

- 2.1. PAIA was enacted to give effect to the constitutional right to access any information held by the state or any other person which is required for the exercise or protection of any right. If a public body lodges a request in terms of PAIA, it must be acting in the public interest.
- 2.2. POPI, on the other hand, was enacted to protect the privacy of individuals and corporates.
- 2.3. For the purpose of POPI and PAIA, the Company is defined as a private body. In accordance with the Company's obligations in terms of POPI and PAIA, the Company has produced this Manual.
- 2.4. This Manual sets out all information required by both PAIA and POPI.
- 2.5. This Manual also deals with how requests are to be made in terms of PAIA. Therefore, this Manual describes the types of records that the Company holds, explains the procedure to submit a request for access to the records in terms of PAIA and provides for the fees and relevant forms required to submit such a request.
- 2.6. While PAIA envisions access, transparency and accountability in respect of information, section 9 of the Act also recognises that the right to access information cannot be unlimited. Therefore, it has set out various limitations to the right, including:
- 2.6.1. Limitations relating to reasonable protection of privacy;
 - 2.6.2. Information that is commercially confidential; and
 - 2.6.3. Information limited to effective, efficient and good governance.

- 2.7. Any PAIA request in terms of this Manual will therefore be subject to such limitations.
- 2.8. This Manual also establishes how compliance with POPI is to be achieved. Where relevant, this Manual must be read together with the Company's Privacy Policy, which further sets out how the Company intends to comply with its POPI obligations.

3. AVAILABILITY OF THIS MANUAL AND THE RELEVANT CONTACT DETAILS

- 3.1. This Manual is published on the Company's website and is available on request from the Information Officer, the details of which are:

Business Name	Flink South Africa (Pty) Limited
Registration Number	2020 / 878524 / 07
Registered Office	Unit 12 Di Luso Estate, 22 Hennie Bingle Street, Vyfhoek, Potchefstroom, North West, 2531
Postal Address	Unit 12 Di Luso Estate, 22 Hennie Bingle Street, Vyfhoek, Potchefstroom, North West, 2531
Contact Number	
Information Officer	René Schreuder
Email address	rene@flink-app.com

- 3.2. Background information of the Company can be found at [INSERT WEBSITE].

4. GUIDE OF SAHRC

- 4.1. A guide to PAIA and how to access information in terms of PAIA has been published by the SAHRC pursuant to section 10 of PAIA.

- 4.2. The guide contains information required by an individual who may wish to exercise their rights in terms of PAIA.
- 4.3. Should you wish to access the guide you may request a copy from the Information Officer by submitting **ANNEXURE A**, attached hereto, to the details specified above.
- 4.4. You may also inspect the guide at the Company's offices during ordinary working hours.
- 4.5. You may also request a copy of the guide from Information Regulator at the following details:

Information Regulator:

Postal Address: P.O. Box 31533, Braamfontein, Johannesburg, 2017

Telephone: (010) 023 5200

Website: www.justice.gov.za

Email: PAIACompliance.IR@justice.gov.za

5. LATEST NOTICES IN TERMS OF SECTION 52(2) OF PAIA

- 5.1. At this stage no Notices have been published on the categories of records that are available without having to request access to them in terms of PAIA.

6. AVAILABILITY OF CERTAIN RECORDS IN TERMS OF PAIA

- 6.1. General information held by the Company, which is public in nature, may be access on the Company's website without a formal request as contemplated in this Manual.
- 6.2. The Company holds the following records for the purposes of PAIA, which may be requested from the Company.

- 6.3. However, it should be noted that there is no guarantee that the request will be honoured. The Company is entitled to refuse access to the information in terms of section 62 to 69 of PAIA. Each request will be evaluated in terms of PAIA and any other applicable legislation at the time.

Products and/or Services:

- Information relating to the Company's products and/or services are available on the Company's website as set out above.

Human Resources:

- Employment Contracts
- Employee benefits
- Personnel records and correspondence
- Training records
- Internal policies
- Information pertaining to share options, share incentives, bonus or profit sharing agreements of each employee
- Pension and provident fund records
- Other payroll records
- Recruitment records

Legal services and Compliance:

- Agreements with Clients
- Agreement with Suppliers
- Shareholder agreements
- Partnership agreements
- Licenses and Permits
- Intellectual Property records
- Power of Attorneys
- Sale agreements
- Immovable property records
- Lease agreements

- Statutory and regulatory compliance records

Company Secretarial and Corporate governance:

- Memorandum of Incorporation and other constitutional documents
- Secretarial records
- Tradename registrations
- Trademark registrations
- Company registration documents
- Statutory registers
- Minutes of Shareholder's meetings
- Minutes of Director's meetings
- Register of Directors
- Share Certificates
- Resolutions of the Board of Directors
- Resolutions of the Shareholders
- Corporate governance policies, procedures and strategies

Financial:

- Accounting records
- Annual reports
- Interim reports
- Auditor details and reports
- Tax returns
- Insurance records
- Banking details
- Financial policies and procedures
- Asset registers
- Supplier records
- Management accounts

Client:

- Client database, including prospective clients
- Correspondence with Clients

- Documentation prepared for Clients
- Invoices, receipts, credit and debit notes
- Visitor's records
- Interested party records, including members and personnel of the Company's clients

Marketing:

- Published Marketing material
- Marketing strategies
- Public communication records

Health and Safety records:

- Health and safety records (employees and contractors)

Operational records:

- Production records
- Logistics records
- Internal operational records

Miscellaneous:

- Internal Correspondence
- Information technology records
- Trade secrets
- Domain name registrations
- Website information
- Title deeds

7. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

- 7.1. The Company may be in possession of records in terms of the following legislation as and when applicable:

- 7.1.1. Basic Conditions of Employment Act, No. 75 of 1997
- 7.1.2. Companies Act, No. 71 of 2008
- 7.1.3. Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- 7.1.4. Competition Act, No. 89 of 1998
- 7.1.5. Constitution of the Republic of South Africa Act, No. 108 of 1996
- 7.1.6. Credit Agreement Act, No. 75 of 1980
- 7.1.7. The Criminal Procedure Act, No. 51 of 1977
- 7.1.8. Debt Collectors Act, No. 114 of 1998
- 7.1.9. Deed Registries Act, No. 47 of 1937
- 7.1.10. Employment Equity Act, No. 55 of 1998
- 7.1.11. Financial Intelligence Centre Act, No. 38 of 2001
- 7.1.12. Identification Act, No. 68 of 1997
- 7.1.13. National Credit Act, No. 34 of 2005
- 7.1.14. Insolvency Act, No. 24 of 1936
- 7.1.15. Inspection of Financial Institutions Act, No. 18 of 1998
- 7.1.16. The Labour Relations Act, No. 66 of 1995
- 7.1.17. The Long Term Insurance Act, No. 52 of 1998
- 7.1.18. Pension Funds Act, No. 24 of 1956
- 7.1.19. Short Term Insurance Act, No. 53 of 1998
- 7.1.20. Skills Development Levies Act, No. 9 of 1999
- 7.1.21. Unemployment Insurance Act, No. 63 of 2001
- 7.1.22. Unit Trust Control Act, No. 54 of 1981
- 7.1.23. Value Added Tax Act, No. 89 of 1991
- 7.1.24. Electronic Communication and Transactions Act, No. 25 of 2002
- 7.1.25. Financial Advisory and Intermediary Service Act, No. 37 of 2002
- 7.1.26. Patents, Designs and Copyright Merchandise Marks Act, No. 17 of 1941
- 7.1.27. Income Tax Act, No. 58 of 1962
- 7.1.28. Occupational Health and Safety Act No. 85 of 1993
- 7.1.29. Co-operatives Act No. 14 of 2005
- 7.1.30. Customs and Excise Act No. 91 of 1964
- 7.1.31. Insider Trading Act No. 135 of 1998

- 7.1.32. Prevention of Organised Crime Act No. 121 of 1998
- 7.1.33. Road Transportation Act No. 74 of 1977
- 7.1.34. Stock Exchanges Control Act No. 54 of 1995
- 7.1.35. Transfer Duty Act No. 40 of 1949
- 7.1.36. Machinery and Occupational Safety Amendment Act No. 181 of 1993
- 7.1.37. National Payment Systems Act No. 78 of 1998
- 7.1.38. National Water Act No. 36 of 1998
- 7.1.39. Prescription Act No. 68 of 1969
- 7.1.40. Trademark Act No. 194 of 1993
- 7.1.41. Intellectual Property Laws Amendment Act No.38 of 1997
- 7.1.42. Financial Markets Act No. 19 of 2012

8. REQUEST PROCESS

- 8.1. An individual who wishes to place a request must comply with all the procedures laid down in this Manual and PAIA.
- 8.2. The requester must complete **ANNEXURE B**, which is attached hereto and submit it to the Information Officer at the details specified above.
- 8.3. Therefore, the prescribed form (Annexure B) must be submitted as well as payment of a request fee and a deposit, if applicable, to the Information Officer at the postal or physical address, fax number or electronic mail as is stated herein.
- 8.4. The prescribed form must be completed with enough particularity to enable the Information Officer to determine:
 - 8.4.1. The record(s) requested;
 - 8.4.2. The identity of the requestor;
 - 8.4.3. What form of access is required; and

- 8.4.4. The postal address or fax number of the requestor.
- 8.5. The requestor must state that the records are required for the requestor to exercise or protect a right, and clearly state what the nature of the right is to be exercised or protected and provide an explanation of why the records requested is required to exercise or protect the right.
- 8.6. The request for access will be dealt with within 30 days from date of receipt, unless the requestor has set out special grounds that satisfies the Information Officer that the request be dealt with sooner.
- 8.7. The period of 30 days may be extended by not more than 30 additional days, if the request is for a large quantity of information, or the request requires a search for information held at another office of the Company and the information cannot be reasonably obtained within 30 days. The Information Officer will notify the requestor in writing should an extension be necessary.
- 8.8. The requestor will be informed in writing whether access to the records have been granted or denied. If the requestor requires a reason for the decision, the request for reasons must be expressed in the prescribed form, and the requestor must further state what particulars of the reasoning the requestor requires.
- 8.9. If a requestor has requested the records on another individual's behalf, the requestor must submit proof of the capacity in which the requestor submits the request, to the satisfaction of the Information Officer.
- 8.10. Should the requestor have any difficulty with the form or the process laid out herein, the requestor should contact the Information Officer for assistance.
- 8.11. An oral request can be made to the Information Officer should the requestor be unable to complete the form due to illiteracy or a disability. The Information

Officer will complete the form on behalf of the requestor and provide a copy of the form to the requestor.

9. GROUND FOR REFUSAL

9.1. The following are grounds upon which the Company may, subject to the exceptions in Chapter 4 of PAIA, refuse a request for access in accordance with Chapter 4 of PAIA:

9.1.1. Mandatory protection of the privacy of a third party who is a natural person, including a deceased person, where such disclosure of Personal Information would be unreasonable, in terms of section 63(2) of PAIA as well as POPI.

9.1.2. Mandatory protection of the commercial information of a third party, in terms of section 64(1)(a) and (b) of PAIA, if the records contain:

9.1.2.1. Trade secrets of that third party;

9.1.2.2. Financial, commercial, scientific or technical information of the third party, the disclosure of which could likely cause harm to the financial or commercial interests of that third party; and/or

9.1.2.3. Information disclosed in confidence by a third party to the Company, the disclosure of which could put that third party at a disadvantage in contractual or other negotiations or prejudice the third party in commercial competition.

9.1.3. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement or other negotiations, as contemplated by sections 64(1)(c) and 65 of PAIA;

- 9.1.4. Mandatory protection of the safety of individuals and the protection of property, as contemplated in section 67 of PAIA;
 - 9.1.5. Mandatory protection of Records that would be regarded as privileged in legal proceedings, as contemplated by section 68 of PAIA;
 - 9.1.6. Protection of the commercial information of the Company, as contemplated by section 68 of PAIA, which may include:
 - 9.1.6.1. Trade secrets;
 - 9.1.6.2. Financial/commercial, scientific or technical information, the disclosure of which could likely cause harm to the financial or commercial interests of the Company;
 - 9.1.6.3. Information which, if disclosed, could put the Company at a disadvantage in contractual or other negotiations or prejudice the Company in commercial competition; and/or
 - 9.1.6.4. Computer programs which are owned by the Company, and which are protected by copyright and intellectual property laws.
 - 9.1.7. Research information of the Company or a third party, if such disclosure would place the research or the researcher at a serious disadvantage, as contemplated by section 69 of PAIA.
 - 9.1.8. Requests for records that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources.
 - 9.1.9. Information relates to a request after the commencement of criminal or civil proceedings, as contemplated by section 7 of PAIA.
- 9.2. The following information may not be refused, in terms of PAIA:

- 9.2.1. Environmental testing or information which reveals public safety or environmental risks, as contemplated by sections 64(2) and 68(2) of PAIA.
- 9.2.2. Disclosure of information, which is in the public interest, as contemplated by section 70 of PAIA.

10. REMEDIES SHOULD A REQUEST BE REFUSED

- 10.1. The Company does not have an internal appeal procedure in the event that the Information Officer denies a request in terms of this Manual and PAIA. Therefore, a decisions made by the Information Officer is final. The requestor may use the external appeal procedures set out below.
- 10.2. The requestor may in accordance with sections 56(3) (c) and 78 of PAIA, apply to a court for relief within 180 days of notification of the decision for appropriate relief.

11. FEES

- 11.1. The following fees shall be payable upon request by a requestor:

Request fee	R140.00
(payable on every request)	
Photocopy of an A4 page or part thereof	R2.00
Printed copy of an A4 page or part thereof	R2.00
Hard copy on flash drive	R40.00
(flash drive to be provided by requestor)	
Hard copy on a compact disc	R40.00

(compact disc to be provided by requestor)	
Hard copy on a compact disc	R60.00
(compact disc to be provided by the Company)	
Transcription of visual images per A4 page	As per quotation of service provider
Copy of visual images	As per quotation of service provider
Transcription of an audio record per A4 page	R24.00
Copy of an audio record on flash drive	R40.00
(flash drive to be provided by requestor)	
Copy of an audio on a compact disc	R40.00
(compact disc to be provided by requestor)	
Copy of an audio on a compact disc	R60.00
(compact disc to be provided by the Company)	
To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R145.00
To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation (cannot exceed total cost)	R435.00
Postage, email or any other electronic transfer	Actual expense, if any.

12. PROCESSING OF PERSONAL INFORMATION

12.1. The Company processes Personal Information in order to provide, maintain and improve the performance of our services. This includes collecting information to:

- 12.1.1. Establish and verify your identity and business operations, including those processes which may be required from us by law or good industry practice;
- 12.1.2. Perform the Services that you request of us;
- 12.1.3. Accomplish any further purpose that is related to providing our Services;
- 12.1.4. Communicate with you in the manner in which you prefer, including via email, post, SMS or telephonically;
- 12.1.5. Develop an online User profile;
- 12.1.6. Maintain and update our database of Users;
- 12.1.7. Update and inform you about our Services and any changes to our Services or Website;
- 12.1.8. Respond to any queries, concerns or requests that you may lodge with us or any Authority;
- 12.1.9. Conduct market or client satisfaction research or for statistical analysis, including the use of information to understand general User trends and behaviours to ensure our Services and Website remain relevant;
- 12.1.10. Comply with auditing or record keeping purposes;
- 12.1.11. Fulfil any contractual or legal obligation that we may have to you or a third party;
- 12.1.12. Comply with any law or regulation or legal request from a recognised Authority;
- 12.1.13. Comply with any software, security-related or administrative purpose; and

- 12.1.14. Any other activity which may be lawful, reasonable and necessary to our business activities.
- 12.2. The further details about the Company's practices relating to the processing of Personal Information are set out in the Company's Privacy Policy, which may be accessed on our website.

13. CATEGORIES OF DATA SUBJECTS

- 13.1. The following categories of data subjects will be processed by the Company:
 - 13.1.1. Clients and potential clients
 - 13.1.2. Members of clients, and other interested parties relating to the Firm's clients, which are necessary for performing the Firm's obligations
 - 13.1.3. Employees and contractors
 - 13.1.4. Directors and Prescribed officers
 - 13.1.5. Suppliers
 - 13.1.6. Job applicants
 - 13.1.7. Visitors
 - 13.1.8. Statutory and regulatory bodies and government authorities
 - 13.1.9. Financial institutions

14. CATEGORIES OF PERSONAL INFORMATION PROCESSED BY THE COMPANY

- 14.1. The following information shall be processed by the Company.
- 14.2. From an Employee or other Personnel:

- 14.2.1. Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person;
 - 14.2.2. Information relating to the education or the medical, financial, criminal or employment history of the person;
 - 14.2.3. The biometric information of the person;
 - 14.2.4. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 14.2.5. The personal opinions, views, or preferences of the person;
 - 14.2.6. Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; and
 - 14.2.7. Information mandated by law, set out in various sections of the Basic Conditions of Employment Act 75 of 1997 ("BCEA"), the Labour Relations Act 66 of 1995 ("LRA"), the Unemployment Insurance Contributions Act 4 of 2002 ("UIFA"), Income Tax Act 21 of 1994 ("ITA"), the Employment Equity Act 55 of 1998 ("EEA"), the Skills Development Act 97 of 1998 ("SDA"), and the Occupational Health and Safety Act 85 of 1993 ("OHSA").
- 14.3. From a Client:
- 14.3.1. Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation,

age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person;

- 14.3.2. Information relating to the education or the medical, financial, criminal or employment history of the person;
 - 14.3.3. The biometric information of the person;
 - 14.3.4. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 14.3.5. The personal opinions, views, or preferences of the person; and
 - 14.3.6. Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
- 14.4. From Candidates who wish to be recruited by one of the Company's Clients:
- 14.4.1. Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person;
 - 14.4.2. Information relating to the education or the medical, financial, criminal or employment history of the person;
 - 14.4.3. The biometric information of the person;
 - 14.4.4. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

- 14.4.5. The personal opinions, views, or preferences of the person; and
- 14.4.6. Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.

15. RECIPIENTS OR CATEGORIES OF RECIPIENTS WITH WHOM THE PERSONAL INFORMATION IS SHARED

- 15.1. We will not disclose your personal information unless it is for purposes as set out in this Manual and the Company's Privacy Policy, or if we have received your permission to do so. We will disclose your personal information:
 - 15.1.1. To our employees, contractors and agents to the extent that these parties need your personal information in order for us to provide Services to you;
 - 15.1.2. To our affiliates;
 - 15.1.3. To authorities or governmental agencies in order to comply with any law, regulation or legal process; or
 - 15.1.4. In order to protect our rights, property or safety or those of our employees, contractors, agents, clients or any other third party.

16. INFORMATION SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

- 16.1. The Company takes care to ensure that Personal Information is adequately protected against unauthorised access and use and remains secure.

- 16.2. The Company may store Personal Information at a physical location or by electronic means, including on a cloud-based system. We will take reasonable, appropriate and generally accepted measures to ensure that the Personal Information is protected against unauthorised and unlawful processing, accidental loss, destruction or damage.
- 16.3. However, we cannot guarantee that the processing and transmission of Personal Information, particularly when transmitted electronically, is absolutely secure.
- 16.4. In order to protect Personal Information, the Company undertakes to regularly review our security controls and implement appropriate and generally accepted technical and organisational measures to ensure such protection as far as reasonably possible.
- 16.5. We further impose necessary security, privacy and confidentiality obligations on those third parties that we have a contractual relationship with to ensure, as far as reasonably possible, that Personal Information remains secure. We also ensure that such third parties agree to treat such Personal Information with the same standard of care as we are obliged to do.

17. TRANSBORDER FLOWS OF PERSONAL INFORMATION

- 17.1. The Firm does not transfer Personal Information across South African borders. However, should it be required for relevant business transactions, such transborder processing will be in line with South Africa's legislative requirements.

18. OBJECTIONS

- 18.1. Section 11(3) of POPI and regulation 2 of the POPI regulations provide that a Data Subject may, at any time, object to the processing of their Personal Information in the prescribed form.
- 18.2. Section 24 of POPI and regulation 3 of the POPI regulations provide that a Data Subject may request for their Personal Information to be corrected and/or deleted in the prescribed form attached hereto as **ANNEXURE "C"**.

SIGNATURE INFORMATION

OFFICER:_____

DATE: December 2021

ANNEXURE A

FORM 1

REQUEST FOR A COPY OF THE GUIDE

[Regulations 3]

TO: The Information Officer

I,

Full names:	ef		
In my capacity as (mark with "x"):	Information officer		Other
Name of *public/private body (if applicable)			
Postal Address:			
Street Address:			
E-mail Address:			
Facsimile:			
Contact numbers:	Tel.(B):		Cellular:

Hereby request the following copy (ies) of the Guide:

Language (mark with "X")		No of copies	Language (mark with "X")		No of copies
<input type="checkbox"/>	Sepedi		<input type="checkbox"/>	Sesotho	
<input type="checkbox"/>	Setswana		<input type="checkbox"/>	siSwati	
<input type="checkbox"/>	Tshivenda		<input type="checkbox"/>	Xitsonga	
<input type="checkbox"/>	Afrikaans		<input type="checkbox"/>	English	
<input type="checkbox"/>	isiNdebele		<input type="checkbox"/>	isiXhosa	
<input type="checkbox"/>	isiZulu				

Manner of collection (mark with "x"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed at _____ this _____ day of _____ 20 _____

Signature of requester

ANNEXURE B

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

--

Fax number:

--

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made (when made on behalf of another person)				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile: <table border="1"><tr><td></td></tr></table>	
Cellular:				
Full names of person on whose behalf request is made (if applicable):				
Identity Number				
Postal Address				

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD (Mark the applicable box with an "X")			
Record is in written or printed form			
Record comprises virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

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Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

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Signature of Information Officer

ANNEXURE C

14 No. 42110

GOVERNMENT GAZETTE, 14 DECEMBER 2018

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):	

This gazette is also available free online at www.gpwonline.co.za

Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	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. <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

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