

Annexure 2: Request to Access/Correct/Delete Personal Information

REQUEST FOR ACCESS TO/CORRECTION/DELETION OF PERSONAL INFORMATION OR DESTROYING/DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE POPI ACT, 2013 (ACT NO. 4 OF 2013) REGULATIONS, 2018 [Regulation 3]

Notes:

1. Affidavits or other documentary evidence 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 request box with an X

Access to/Correction or deletion of 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.

DETAILS OF DATA SUBJECT

Name(s) and surname of data subject:

Unique Identifier/ Identity Number:

Residential, postal or business address:

Contact number(s):

E-mail address:

DETAILS OF RESPONSIBLE PARTY

Name /Registered name of responsible party:

Residential, postal or business address:

Contact number(s):

E-mail address:

INFORMATION TO BE ACCESSED/CORRECTED/DELETED/DESTROYED (Circle applicable request)

Give description of Information:

Give detailed reasons for the request:

Signed at this day of20.....

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Signature of data subject/ designated person