



## PAIA MANUAL

in terms of

**Section 51 of the Promotion of Access to Information  
Act (Act no. 2 of 2000) (as amended)**

**DINOKENG GAME RESERVE**  
**PAIA MANUAL**

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## 1. INTRODUCTION

- 1.1 The Promotion of Access to Information Act (Act no. 2 of 2000) gives effect to the constitutional right of natural and juristic persons to access to information. Accordingly in terms of PAIA, natural and juristic persons have the right to access records held by either a private or public body that is required for the exercise or protection of any rights.
- 1.2 This right is extended in the Protection of Personal Information Act (Act no. 4 of 2013), which grants natural and juristic persons the right to request access to information and/or records, in accordance with the provisions of PAIA, from any public or private body, or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information.
- 1.3 Section 51 of the Promotion of Access to Information Act (Act no. 2 of 2000) obliges private bodies (including Dinokeng Game Reserve) to compile a manual to enable persons to obtain access to information held by such private body ("**the Manual**") and stipulates the minimum requirements that the Manual has to comply with.

## 2. INTERPRETATION

- 2.1 "**Information Officer**" – the information officer as described in PAIA of the Dinokeng Game Reserve;
- 2.2 "**PAIA**" – Promotion of Access to Information Act (Act no. 2 of 2000) (as amended);
- 2.3 "**POPIA**" – Protection of Personal Information Act (Act no. 4 of 2013);
- 2.4 "**Regulator**" – the Information Regulator; and
- 2.5 "**Republic**" – Republic of South Africa.

## 3. PURPOSE OF THE MANUAL

- 3.1 The purpose of this Manual is to inform and assist potential requesters with regards to the procedure to be followed and the criteria to be applied when a request is made for access to information held by Dinokeng Game Reserve in terms of the PAIA, and further, more specifically to -

- 3.1.1 check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 3.1.2 have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 3.1.3 know the description of the records of the body which are available in accordance with any other legislation;
- 3.1.4 access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 3.1.5 know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 3.1.6 know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.1.7 know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 3.1.8 know the recipients or categories of recipients to whom the personal information may be supplied;
- 3.1.9 know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 3.1.10 know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

#### 4. **REQUEST FOR ACCESS TO INFORMATION**

A requester who requires further information in regard to the use of this Manual and/or procedure to be followed, may direct enquiries in writing to:

4.1 Information Officer

Name: Sarel Naude

Telephone number: 010 300 6538

E-mail: adminmanager@dinokengreserve.co.za

Fax number: N/A

4.2 Access to information general e-mail

E-mail: info@dinokengreserve.co.za

4.3 Website: www.dinokengreserve.co.za

5. **GUIDE IN TERMS OF SECTION 10 OF PAIA**

5.1 In terms of section 10 of PAIA, the Regulator has updated and made available the revised Guide on how to use PAIA (“**the Guide**”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

5.2 The Guide can be accessed through the Regulator’s website on <https://www.inforegulator.org.za> or queries must be directed to the Information Officer to obtain a copy thereof.

5.3 A copy of the Guide is also available in the following two official languages, for public inspection during normal office hours -

5.3.1 Afrikaans

5.3.2 English.

6. **RECORDS OF DINOKENG GAME RESERVE WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS THERETO**

Certain categories of records are held by Dinokeng Game Reserve, which are available without a person having to request access. These are records that are either available on Dinokeng Game Reserve's website at <https://www.dinokengreserve.co.za> or may be requested from the Information Officer at the contact details listed above. The records are - **[Note: add as may be applicable and mark how access can be obtained, i.e. available on website or available on request]**

Category of records	Available on website	Available on request
Marketing brochures	x	
Reserve Use Guides	x	
Publications		x
Environmental permits and authorisations		x

7. **RECORDS KEPT BY DINOKENG GAME RESERVE IN TERMS OF LEGISLATION**

Dinokeng Game Reserve keeps records in accordance with the following legislation - **[Note: delete legislation which is not applicable/add legislation not mentioned here]**

Applicable legislation
Basic Conditions of Employment Act (Act no. 75 of 1997)
Companies Act (Act no. 71 of 2008)
Compensation for Occupational Injuries and Health Diseases Act (Act no. 130 of 1993)
Copyright Act (Act no. 98 of 1978)

Employment Equity Act (Act no. 55 of 1998)
Income Tax Act (Act no. 95 of 1967)
Labour Relations Act (Act no. 66 of 1995)
Medical Schemes Act (Act no. 131 of 1998)
Occupational Health and Safety Act (Act no. 85 of 1993)
Pension Funds Act (Act no. 24 of 1956)
Promotion of Access to Information Act (Act no. 2 of 2000)
Skills Development Levies Act (Act no. 9 of 1999)
Skills Development Act (Act no. 97 of 1998)
Trademarks Act (Act no. 194 of 1993)
Unemployment Insurance Act (Act no. 63 of 2001)
Value Added Tax Act (Act no. 89 of 1991)

## 8. **RECORDS HELD BY DINOKENG GAME RESERVE**

Dinokeng Game Reserve keeps records of information falling in the following categories:

**[Note: please consider and add or delete as required]**

### 8.1 **Administration and Management**

8.1.1 Statutory records

8.1.2 Policies and procedures

8.1.3 Minutes of meetings

8.1.4 Risk insurance and insurance records

8.1.5 Commercial contracts

8.2 **Financial**

8.2.1 Annual Financial Statements

8.2.2 Auditor's reports

8.2.3 Banking records

8.2.4 Creditors and debtors records

8.2.5 Invoices and Statements

8.2.6 Purchase orders

8.2.7 Asset Register

8.3 **Operational**

8.3.1 Documents issued to employees for income tax purposes

8.3.2 Records of payment made to SARS on behalf of employees

8.3.3 Records of VAT payments made to SARS

8.3.4 Skills development levies

8.3.5 Records of Unemployment Insurance Fund contributions

8.3.6 Workmen's compensation records

8.4 **Human Resources**

8.4.1 List of Employees

8.4.2 Appointment records and employment contracts

8.4.3 Payroll records



- 8.4.4 Health and safety records
- 8.4.5 Internal policies and administrative forms
- 8.4.6 Training schedules
- 8.4.7 Employee medical aid contribution records
- 8.4.8 Employee pension fund contribution records
- 8.4.9 Personnel records including personal details, disciplinary records, performance and assessment records.

## 8.5 **Information Technology**

- 8.5.1 Computer software
- 8.5.2 User statistics
- 8.5.3 Software license

## 8.6 **Intellectual Property**

- 8.6.1 Register of registered trademarks

## 9. **REQUEST PROCEDURES**

- 9.1 A request for access to records held by Dinokeng Game Reserve in terms of section 50 of the PAIA must be made on form C, attached hereto as Appendix 1. The request must be made to the Information Officer at the physical or email address, specified in section 4 above.
- 9.2 The requester must provide sufficient detail on the prescribed form to allow Dinokeng Game Reserve to identify the record or records which have been requested and to identify the requester. If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to Dinokeng Game Reserve. The requester is also required to indicate the form of access to the relevant

record that is required, and to provide his, her or its contact details in the Republic of South Africa.

- 9.3 The requester is required to identify the right he, she or it is seeking to exercise or protect by accessing records held by Dinokeng Game Reserve and to explain why the particular record or records requested is or are required for the exercise or protection of that right.
- 9.4 Dinokeng Game Reserve may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA, which includes that access would result in the unreasonable disclosure of personal information about a third party.
- 9.5 Dinokeng Game Reserve is required to inform a requester in writing of its decision in relation to a request. If the requester wishes to be informed of Dinokeng Game Reserve's decision in another reasonable manner as well, this manner must be set out in the request and the relevant details must be included to allow Dinokeng Game Reserve to inform the requester in the preferred manner.
- 9.6 Dinokeng Game Reserve will make a decision in relation to a request for access to records within 30 (Thirty) days of receipt of the request, unless third parties are required to be notified of the request or the thirty day period is extended as provided for in PAIA and will notify the requester accordingly.
- 9.7 A requester aggrieved by the Information Officer's decision either to refuse a request for access, a decision regarding the payment of an access fee, or a decision regarding the form of access to be granted, may apply to court within 180 (One Hundred and Eighty) days of being informed of the decision in question for an appropriate order. The Court may confirm, amend or set aside the decision complained of and make certain ancillary orders.
- 9.8 A requester must pay the prescribed fee before processing of the request will take place.

## 10. **FEES**

- 10.1 A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee.

- 10.2 The request fee payable by a requester, other than a personal requester, is R50.00.
- 10.3 The Information Officer will notify the requester (other than a personal requester) by notice, to pay the prescribed fee (if any) before further processing the request.
- 10.4 The fees for the reproduction of a record as prescribed by the Minister of Justice are set out in Annexure "B" to this Manual.
- 10.5 The access fee payable for searching for the record for disclosure is R30.00 for each hour or part of an hour reasonably required for such search.
- 10.6 If the Information Officer is of the opinion that six hours will be exceeded to search, reproduce and or prepare the information requested, a deposit is payable equal to one third of the access fee.
- 10.7 Single persons whose annual income after permissible deductions does not exceed R14 712.00 (Fourteen Thousand Seven Hundred and Twelve Rand), as well as married persons or persons in a life partnership whose joint annual income after permissible deductions does not exceed R27 902.00 (Twenty Seven Thousand Nine Hundred and Two Rand), are exempted from paying access fees.

## 11. **INFORMATION OR RECORDS NOT FOUND**

- 11.1 If all reasonable steps have been taken to find a record and such a record cannot be found or if the records sought do not exist, then the Information Officer shall inform the requester, by way of an affidavit or affirmation, that it is not possible to give access to the record requested.
- 11.2 The affidavit or affirmation shall provide a full account of all steps taken to find the record or to determine the existence thereof, including the details of all communications by the Information Officer with the persons who conducted the search.
- 11.3 If the record in question is be found at a later stage, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form unless access is refused by the Information Officer.

## 12. PROCESSING OF PERSONAL INFORMATION

- 12.1 Chapter 3 of POPIA provides for minimum conditions for lawful processing of personal information, as defined in section 1 of POPIA. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.
- 12.2 Dinokeng Game Reserve requires personal information relating to both individual and juristic persons in order to carry out its business and operations. The manner in which this personal information is processed and the purpose for which it is processed is determined by Dinokeng Game Reserve. Dinokeng Game Reserve is accordingly a responsible party, as defined in section 1 of POPIA) for the purposes of POPIA and ensures that the personal information of all individual and juristic persons (namely data subjects) -
- 12.2.1 is processed lawfully, fairly and transparently. This includes the provision of appropriate information to data subjects when their personal information is collected by Dinokeng Game Reserve, in the form of privacy or data collection notices. Dinokeng Game Reserve must also have a legal basis (for example, a duty to perform in terms of a contract entered into with the data subject) to process personal information;
- 12.2.2 is processed only for the purposes for which it was collected;
- 12.2.3 will not be processed for a secondary purpose unless that processing is compatible with the original purpose;
- 12.2.4 is adequate, relevant and not excessive for the purposes for which it was collected;
- 12.2.5 is accurate and kept up to date;
- 12.2.6 is not be kept for longer than necessary;
- 12.2.7 is processed in accordance with integrity and confidentiality principles – this includes reasonable, organisational measures to ensure that personal information are subject to an appropriate level of security when processed by Dinokeng Game Reserve, in order to protect against unauthorised access thereto and acquisition thereof by unauthorised persons and its accidental loss, destruction or damage;

- 12.2.8 is processed considering the rights of data subjects as set out in POPIA.
- 12.3 Dinokeng Game Reserve may collect information relating to an identifiable, living, natural person or an identifiable existing juristic person, including, but not limited to:
- 12.3.1 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;
  - 12.3.2 information relating to the education or the medical, financial, criminal or employment history of the person;
  - 12.3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
  - 12.3.4 the biometric information of the person;
  - 12.3.5 the personal opinions, views or preferences of the person;
  - 12.3.6 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;
  - 12.3.7 the views or opinions of another individual about the person; and
  - 12.3.8 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.

### 13. **PURPOSE OF PROCESSING PERSONAL INFORMATION**

In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which personal information is processed by Emira will depend on the nature of the information. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the information is collected. Emira however generally process personal information on-boarding tenants and suppliers or service providers, records management, security, employment and related matters. Please also refer to Emira's Privacy Policy at

www.emira.co.za for further information.

14. **DESCRIPTION OF THE CATEGORIES OF DATA SUBJECTS AND PERSONAL INFORMATION/CATEGORIES OF PERSONAL INFORMATION RELATING THERETO**

Dinokeng Game Reserve holds information and records on the following categories of data subjects –

- 14.1 owners of land within the Dinokeng Game Reserve;
- 14.2 visitors to the Dinokeng Game Reserve;
- 14.3 employees of the Dinokeng Game Reserve;
- 14.4 independent contractors of the Dinokeng Game Reserve;
- 14.5 suppliers/service providers of the Dinokeng Game Reserve; and
- 14.6 other third parties with whom the Dinokeng Game Reserve conducts business.

15. **RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM PERSONAL INFORMATION MAY BE SUPPLIED**

Depending on the nature of the personal information, Dinokeng Game Reserve may supply information or records to the following categories of recipients:

- 15.1 statutory oversight bodies, regulators or judicial commissions of enquiry making a request therefor;
- 15.2 any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of its applicable rules;
- 15.3 the South African Revenue Services, or another similar authority;
- 15.4 anyone making a successful application for access in terms of PAIA or POPIA.

## 16. **CROSS-BORDER FLOWS OF PERSONAL INFORMATION**

- 16.1 Section 72 of the POPIA provides that personal information may only be transferred out of the Republic of South Africa if the -
- 16.1.1 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
  - 16.1.2 a data subject consents to the transfer of personal information; or
  - 16.1.3 transfer is necessary for the performance of a contractual obligation between the data subject and the responsible party; or
  - 16.1.4 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
  - 16.1.5 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 in all likelihood provide such consent.
- 16.2 Where Dinokeng Game Reserve may need to transfer any personal information to service providers in countries outside South Africa, it ensures that such countries can offer such information an “adequate level” of protection.

## 17. **DESCRIPTION OF INFORMATION SECURITY MEASURES**

Dinokeng Game Reserve takes the following, reasonable, organisational measures to protect personal information that it processes against unauthorised access and disclosure

–

- 17.1 control of access to equipment used to process personal information;
- 17.2 control of media to prevent the unauthorized manipulation of media, including reading, copying, alteration or removal of the media used by Dinokeng Game Reserve and containing personal information of data subjects;

- 17.3 control of data memory to prevent unauthorized input into data memory and the unauthorized reading, alteration or deletion of stored personal information;
- 17.4 control measures to prevent data processing systems from being used by unauthorized persons by means of data transmission equipment;
- 17.5 control of access to data processing systems to ensure that personal information is accessed only within the scope and to the extent covered by access permissions (authorization);
- 17.6 verification and tracing of the locations/destinations to which personal information is transferred;
- 17.7 control measures to prevent personal information from being read, copied, altered or deleted by unauthorized persons during the transmission thereof.

18. **OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION BY A DATA SUBJECT**

Section 11(3) of the POPIA and regulation 2 of the POPIA Regulations provides that a data subject may, subject to exceptions contained in POPIA, at any time object to the processing of his/her/its personal information, in the prescribed form attached to this Manual as Appendix 3.

19. **REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION**

Section 24 of the POPIA and regulation 3 of the POPIA Regulations provides that a data subject may request that applicable personal information to be corrected or deleted in the prescribed form attached to this Manual as Appendix 4.

20. **UPDATING OF AND AMENDMENTS TO THIS MANUAL**

- 20.1 Dinokeng Game Reserve updates this Manual as may be deemed necessary.
- 20.2 As and when any updates or amendments are effected, the latest version of the Manual will be made public as is stated in clause 21 below.



21. **AVAILABILITY OF THE MANUAL**

This Manual is available –

- 21.1 for inspection at the offices of Dinokeng Game Reserve, free of charge;
- 21.2 subject to the payment of the prescribed fees in clause 10, at the offices of Dinokeng Game Reserve;
- 21.3 on the website of Dinokeng Game Reserve at .....
- 21.4 to the Information Regulator upon request.



J752

REPUBLIC OF SOUTH AFRICA

FORM C

Request for Access to Record of Private Body

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 10]

**A. Particulars of private body**

The Head:

--

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

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

Full names and surname:	SAREL JOHANNES NAUDE												
Identity number:	6	0	0	5	2	0	5	0	4	2	0	8	1
Postal address:	PO BOX												
Telephone number:	( 012 )							Fax number:	( )				
E-mail address:	adminmanager@dinokengreserve.co.za												

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

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**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 on 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.

Disability:		Form in which record is required:	
Mark the appropriate box with an X.			

**NOTES:**

- (a) Compliance with your request for access in the specified form may depend on the form in which the record is available.
- (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.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

**1. If the record is in written or printed form:**

	copy of record*		inspection of record		
--	-----------------	--	----------------------	--	--

**2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):**

--

	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy 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? Postage is payable.	Yes	No
---	-----	----

**G. Particulars of right to be exercised or protected**

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

1. Indicate which right is to be exercised or protected:

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

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

You will be notified in writing 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 the year .....

.....

SIGNATURE OF REQUESTER /

PERSON ON WHOSE BEHALF REQUEST IS MADE

## APPENDIX 2

### FEES

1 The fee for a copy of this Manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

2 The fees for reproduction referred to in regulation 11(1) are as follows:

			R
(a)		For every photocopy of an A4-size page or part thereof	1,10
(b)		For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c)		For a copy in a computer-readable form on -	
(d)	(i)	For a transcription of visual images, for an A4-size page or part thereof	40,00
	(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	20,00
	(ii)	For a copy of an audio record	30,00

3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4 The access fees payable by a requester referred to in regulation 11(3) are as follows:

			R
(1)	(a)	For every photocopy of an A4-size page or part thereof	1,10
	(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
	(c)	For a copy in a computer-readable form on -	
(d)	(i)	For a transcription of visual images, for an A4-size page or part thereof	40,00
	(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	20,00
	(ii)	For a copy of an audio record	30,00
(f)		To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

5 For purposes of section 54(2) of PAIA, the following applies:

5.1 Six hours as the hours to be exceeded before a deposit is payable; and

5.2 one third of the access fee is payable as a deposit by the requester.

6 The actual postage is payable when a copy of a record must be posted to a requester.

## APPENDIX 3

### OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013

### REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

**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:	
Contact number(s):	
Fax number / E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname/ registered name of data subject:	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	
<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)</b>

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

.....

..... Signature of data

subject/designated person



**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**

**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.**

<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:	
Contact number(s):	
Fax number / E-mail address:	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname/ registered name of data subject:	
Residential, postal or business address:	
Contact number(s):	
Fax number / E-mail address:	

<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)</b>
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D	<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. (Please provide detailed reasons for the request)</b>
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