

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION

NOTICE:

REQUEST FOR:

- (i) CORRECTION OR DELETION OF PERSONAL INFORMATION
- (ii) DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION

In terms of Regulation 3 of POPIA

- 1) A data subject who wishes to request a responsible party in terms of section 24 (1) of the Act to:
 - a) correct or delete the personal information about him or her which is in the possession or under the control of the responsible party as contemplated in section 24 (1) (a) of the Act; or
 - b) destroy or delete a record of personal information which the responsible party is no longer authorized to retain as contemplated in section 24 (1) (b) of the Act, must make the request in writing on a form which corresponds substantially with Form 2 to the Annexure and submit the request to the responsible party.
- 2) The responsible party, or a person designated for that purpose by the responsible party, must assist, to the best of his or her ability, any person who requires assistance with the completion of **Form 2** to the Annexure.

PLEASE INSERT THE CHANGES IN THE FORM BELOW AND SEND BACK TO:

informationofficer@geratecza.com

FORM 2 as contained in 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): | |
| Email address / Fax number: | |
| B | DETAILS OF RESPONSIBLE PARTY |
| Name(s) and surname / registered name of responsible party: | |
| Residential, postal or business address: | |
| | |
| | |
| | Code () |
| Contact number(s): | |
| Name(s) and surname / registered name of responsible party: | |