



Request Correction/Deletion Personal Information

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.

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.

Details of data subject

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

Details of responsible party

Name(s) and surname/ Registered name of responsible party
Residential, postal or business address

Contact number(s)

Fax number/ E-mail address

Information to be corrected/deleted/ destructed/ destroyed

Reasons for correction or deletion of the personal information

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)

Declaration

The information contained herein is true and correct.

Date

Signature of data subject/designated person