



PROMOTION OF ACCESS TO INFORMATION ACT MANUAL

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Compiled in terms of section 51 of the Promotion of Access to
Information Act (Act no. 2 of 2000)

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1. AUTHORISATION

This Promotion of Access to Information Act Manual is hereby internally accepted and authorised.

Mr J.F.Kotzé

CEO: SAPPO

Date: 4 August 2022

2. DEFINITIONS

- 2.1. **“Data Subject”** – the Person to whom Personal Information relates;
- 2.2. **“Regulator”** – the Information Regulator;
- 2.3. **“Manual”** - this Promotion of Access to Information Manual of SAPPO;
- 2.4. **“Operator”** – any Person who processes Personal Information for SAPPO as the responsible party in terms of a contract or mandate, but without coming under the direct authority of SAPPO;
- 2.5. **“POPIA”** – the Protection of Personal Information Act (Act no. 4 of 2013);
- 2.6. **“Persons”** – any identifiable, living, natural person or an identifiable existing juristic person;
- 2.7. **“PAIA”** – the Promotion of Access to Information Act (Act no. 2 of 2000);
- 2.8. **“Personal Information”** – personal information as defined in the POPIA, which includes but are not necessarily limited to –
 - 2.8.1. 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;
 - 2.8.2. information relating to the education or the medical, financial, criminal or employment history of the person;
 - 2.8.3. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 2.8.4. the biometric information of the person;
 - 2.8.5. the personal opinions, views or preferences of the person;
 - 2.8.6. 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;
 - 2.8.7. the views or opinions of another individual about the person; and
 - 2.8.8. 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;
- 2.9. **“SAPPO”** – the South African Pork Producer’s Organization.

3. THE PROMOTION OF ACCESS TO INFORMATION ACT

PAIA gives effect to the constitutional right in terms of section 32 of the Constitution of the Republic of South Africa, 1996, to access information and records held by both private and public bodies, and which is required for the exercise or protection of any rights.

Where a request is made in terms of PAIA in terms of the prescribed procedure, the public or private body to whom the request has been made, is obliged to provide the information or record, subject to the applicable legislative and/or regulatory requirements, except where PAIA expressly provides that the information or record may not be released.

4. PURPOSE OF THIS MANUAL

The purpose of this Manual is to -

- 4.1. inform and assist Persons requiring access to information or records held by SAPPO to exercise their rights, with regards to the procedure to be followed and the criteria to be applied when such a request is made, the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access and know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 4.2. inform Data Subjects on the categories of Personal Information SAPPO collects and processes, the purpose of processing such personal information, the recipients or categories of recipients to whom the personal information may be supplied, and how a Data Subject may request access to Personal Information and whether SAPPO has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

5. SAPPO

SAPPO is the mouthpiece of pork producers in South Africa through co-operating within the organised agricultural fraternity and by liaising with various sectoral organisations, role-players within the supply chain of the meat industry, the government and international interest groups.

6. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF SAPPO

The contact details of the Information Officer and Deputy Information Officer are:

Information Officer: Mr. Johann Kotzé

Deputy Information Officer: Mr. Nico Scheltema

Address: 37 Garstfontein Rd, Waterkloof, Pretoria
Postal Address: PO Box 36207, Menlo Park, Pretoria, 0081
Website: <https://sappo.org>
Phone: +27 12 100 3035
Email: privacy@sappo.org

7. AVAILABILITY OF THIS MANUAL

This Manual is published on SAPPO's website at <https://sappo.org> or alternatively a copy may be requested from the Information Officer at the contact details above.

8. GUIDE ON HOW TO USE PAIA AND ACCESS TO THE GUIDE

- 8.1. The Information Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available a 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.
- 8.2. The Guide is available in each of the official languages and in braille.
- 8.3. The Guide can be obtained and queries may be directed to -
 - 8.3.1. the Information Regulator at JD House, 27 Stiemens Street, Braamfontein, Johannesburg or PO Box 31533, Braamfontein, Johannesburg, 2017;
 - 8.3.2. from the website of the Information Regulator (<https://www.justice.gov.za/infoereg/>).
 - 8.3.3. General enquiries at infoereg@justice.gov.za;
 - 8.3.4. Complaints at complaints.IR@justice.gov.za.

9. CATEGORIES OF RECORDS OF SAPPO WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS THERETO

These are categories of records held by SAPPO that are available without a person having to request access by completing the form contained in the Regulations to PAIA - Form C. The following categories of records are automatically available for inspection. You can buy a copy of the record at the costs indicated in Annexure B.

| Category of records | Types of records | Available on SAPPO's website | Available upon telephonic or e-mail request |
|-----------------------|--|---|---|
| Marketing | Promotional materials for public viewing | https://sapo.org | Yes |
| Marketing | Product & Services Information | https://sapo.org | Yes |
| Public Communications | Press releases | https://sapo.org | Yes |

10. DESCRIPTION OF RECORDS OF SAPPO WHICH ARE AVAILABLE IN ACCORDANCE WITH LEGISLATION

| No. | Reference | Act |
|-----|----------------|--|
| 1 | Act 71 of 2008 | Companies Act |
| 2 | Act 98 of 1978 | Copyright Act |
| 3 | Act 55 of 1998 | Employment Equity Act |
| 4 | Act 95 of 1967 | Income Tax Act |
| 5 | Act 66 of 1995 | Labour Relations Act |
| 6 | Act 89 of 1991 | Value Added Tax Act |
| 7 | Act 75 of 1997 | Basic Conditions of Employment Act |
| 8 | Act 25 of 2002 | Electronic Communications and Transactions Act |
| 9 | Act 2 of 2000 | Promotion of Access to Information Act |
| 10 | Act 30 of 1996 | Unemployment Insurance Act |
| 11 | Act 4 of 2013 | Protection of Personal Information Act |
| 12 | Act 85 of 1993 | Occupational Health and Safety Act |
| 13 | Act 47 of 1996 | Marketing of Agricultural Products Act |

| Category of Records | Applicable Legislation |
|---------------------|--|
| PAIA Manual | Promotion of Access to Information Act |

11. DESCRIPTION OF THE SUBJECTS ON WHICH THE BODY HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY THE SAPPO

The following serves as a reference to the category of records and the records in terms of each category that SAPPO holds:

| Department | Subject |
|-----------------|--|
| Human Resources | Employee Records |
| | Employment Contracts |
| | Employee Guidelines, Policies and Procedures |

| Department | Subject |
|----------------------------|--|
| | Employee Medical Records |
| | Employee Disability Insurance Records |
| | Employee Pension and Provident Fund |
| | Payroll Records |
| | Recruitment Records |
| | Confidentiality Contracts |
| | Staff Bursaries |
| | Training Records |
| | Bank and Address Particulars |
| | Leave Records |
| Finance | Audited Financial Statements |
| | Tax Records |
| | Asset Register |
| | Supplier/Service Provider Records |
| | Management Accounts |
| | Insurance Records |
| | Annual Financial Statements |
| | Accounting Records |
| | Banking Records |
| | Budgets |
| Marketing & Communications | Contracts |
| | Media Releases |
| | Statistical market information |
| Legal & Compliance | Launches and Events Records |
| | General Contract Documentation |
| | Guidelines, Policies and Procedures |
| | Intellectual Property Records |
| | Employee, Member and Supplier/Service Provider Information |
| | Property Records |
| Operations & Risk | Statutory Records |
| Facilities Management | Member Information, Database & Records |
| | Physical Security Records (Visitors, Suppliers/Service Providers, Contractors, Employees, Members) |
| | Electronic Access & Identity Management Records (Employees, Contractors) |
| | Time and Attendance Records |

12. REQUEST PROCEDURES

- 12.1. A request for access to records held by SAPPO in terms of section 50 of PAIA must be made on the form contained in the Regulations regarding the Promotion of Access to Information, 2002

(Form C). A copy of the form is attached as Annexure A to this Manual. The request must be made to the Information Officer at the address, fax number or email address, specified above.

- 12.2. The requester must provide sufficient detail on the prescribed form to allow SAPPO 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 SAPPO. 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.
- 12.3. The requester is required to identify the right he, she or it is seeking to exercise or protect by accessing records held by SAPPO and to explain why the particular record or records requested is or are required for the exercise or protection of that right.
- 12.4. SAPPO 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.
- 12.5. SAPPO is required to inform a requester in writing of its decision in relation to a request. If the requester wishes to be informed of SAPPO'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 SAPPO to inform the requester in the preferred manner.
- 12.6. SAPPO 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.
- 12.7. 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.
- 12.8. A requester must pay the prescribed fee before processing of the request will take place.

13. GROUNDS FOR REFUSAL

- 13.1. In accordance with PAIA Chapter 4, SAPPO has the right to refuse requests for information that involve an unreasonable diversion of resources.
- 13.2. The other main grounds on which SAPPO has the right in terms of POPIA to refuse a request for information that is classified are the mandatory protection of:
 - 13.2.1. the privacy of a third party, who is a natural person, which would involve the unreasonable disclosure of Personal Identifiable Information of that natural person;

- 13.2.2. the commercial information of a third party, if the record contains trade secrets, financial commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
- 13.2.3. information disclosed in confidence by a third party to SAPPO if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- 13.2.4. confidential information of third parties if it is protected in terms of any agreement;
- 13.2.5. the safety of individuals and the protection of property and the operations of SAPPO;
- 13.2.6. records which would be regarded as privileged in legal proceedings;
- 13.2.7. the commercial activities of SAPPO which may include trade secrets, financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of SAPPO;
- 13.2.8. information which, if disclosed, could put SAPPO at a disadvantage in negotiations or commercial competition;
- 13.2.9. computer software that is owned by SAPPO;
- 13.2.10. The research information of SAPPO or a third party if disclosure would disclose the identity of SAPPO, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

14. REMEDIES AVAILABLE WHERE A REQUEST HAS BEEN DENIED

SAPPO, as a private body, does not have internal appeal procedures. As such, the decision made by the Information Officer is final. Where the requestor is aggrieved by a decision of the Information Officer -

14.1. to refuse a request for access; or

14.2. taken in terms of section 54, 57 (1) or 60 of PAIA,

then the requester may, by way of an application, within 180 days, apply to a court for appropriate relief in terms of section 78(2) of PAIA or submit a complaint, alleging that the decision was not in compliance with PAIA to the Information Regulator in the prescribed manner and form, for appropriate relief in terms of section 77A(2) .

15. FEES

15.1. 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.

15.2. The request fee payable by a requester, other than a personal requester, is R50.00.

- 15.3. 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.
- 15.4. The fees for the reproduction of a record as prescribed by the Minister of Justice are set out in Appendix 2 to this Manual.
- 15.5. 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.
- 15.6. 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 referred to in paragraph 15.5 above.
- 15.7. Single persons whose annual income after permissible deductions does not exceed R14 712.00, as well as married persons or persons in a life partnership whose joint annual income after permissible deductions does not exceed R27 902.00, are exempted from paying access fees.

16. INFORMATION OR RECORDS NOT FOUND

- 16.1. 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.
- 16.2. 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.
- 16.3. 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.

17. PROCESSING OF PERSONAL INFORMATION

- 17.1. SAPPO may collect Personal Information regarding Data Subjects. SAPPO, however, takes the privacy and protection of Personal Information seriously and will only process Personal Information in accordance with the relevant South African data protection legislation, including the POPIA.
- 17.2. In terms of POPIA, Personal Information must be processed for a specified purpose. The purpose for which Personal Information is processed by SAPPO will depend on the nature of the information. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the information is collected. SAPPO however generally processes Personal Information in the ordinary course of its business and operational activities, for the following purposes –
 - 17.2.1. managing member, employee and service provider relationships;

- 17.2.2. to assist SAPPO to identify Data Subjects when they contact SAPPO;
 - 17.2.3. to maintain member records;
 - 17.2.4. to communicate with members regarding SAPPO's services and activities;
 - 17.2.5. to provide members with industry updates and developments;
 - 17.2.6. for recruitment purposes;
 - 17.2.7. for employment purposes;
 - 17.2.8. for legal and contractual purposes;
 - 17.2.9. for general administration, financial and tax purposes;
 - 17.2.10. in order to transact and contract with suppliers and service providers;
 - 17.2.11. to improve the quality and extent of services that SAPPO provides to members;
 - 17.2.12. to enable SAPPO to interact with industry stakeholders and national government.
- 17.3. SAPPO holds Personal Information and records on the following categories of Data Subjects:
- 17.3.1. members of SAPPO (natural persons and juristic entities);
 - 17.3.2. employees of SAPPO and job applicants;
 - 17.3.3. suppliers/service providers of SAPPO;
 - 17.3.4. any other stakeholders with whom SAPPO engages in the ordinary course of its business and operational activities; and
 - 17.3.5. visitors to SAPPO.

18. SHARING OF PERSONAL INFORMATION

Depending on the nature of the Personal Information, SAPPO may supply Personal Information or records to the following categories of recipients for the following purposes, in accordance with applicable law and subject to any applicable professional and regulatory requirements regarding confidentiality –

18.1. Purposes:

- 18.1.1. for existing or future legal proceedings,
- 18.1.2. involved in the prevention of fraud, loss, bribery or corruption;
- 18.1.3. for legal or regulatory purposes;
- 18.1.4. to perform services and process Personal Information on SAPPO's behalf;
- 18.1.5. to provide or manage any services provided by SAPPO to any Data Subjects;
- 18.1.6. to assist in improving the quality of SAPPO services to its members and stakeholders.

18.2. Recipients:

- 18.2.1. statutory oversight bodies, regulators or judicial commissions of enquiry making a request therefor;
- 18.2.2. any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of its applicable rules;
- 18.2.3. the South African Revenue Services, or another similar authority;
- 18.2.4. anyone making a successful application for access in terms of PAIA or POPIA; and
- 18.2.5. SAPPO's service providers;
- 18.2.6. SAPPO's stakeholders.

18.3. Should SAPPO disclose Personal Information to third parties, such third parties will be obliged to only use that Personal Information for the reasons and purposes the information was disclosed for. Personal Information will only be disclosed to government authorities if SAPPO is required to do so by law.

19. INFORMATION SECURITY MEASURES TO PROTECT PERSONAL INFORMATION

- 19.1. SAPPO has implemented reasonable technical and organizational security measures to protect Personal Information that it processes against unauthorized access, as well as accidental or willful manipulation, loss or destruction.
- 19.2. SAPPO will take steps to ensure, by way of contractual obligations and otherwise, that any Operators who process Personal Information on behalf of SAPPO will apply adequate safeguards and reasonable technical and organizational security measures to protect Personal Information that it processes against unauthorized access, as well as accidental or willful manipulation, loss or destruction.

20. TRANS-BORDER FLOWS OF PERSONAL INFORMATION

- 20.1. In accordance with section 72 of POPIA SAPPO will not transfer Personal Information across South African borders unless:
 - 20.1.1. The foreign data operator complies to the same operating standards as required of SAPPO in terms of the POPIA, and
 - 20.1.2. Such processing of is conducted solely on SAPPO's behalf; and
 - 20.1.3. The Data Subject has given consent to such a transfer.
- 20.2. SAPPO will take steps to ensure that operators (suppliers, service providers and other third parties) are bound by laws, binding corporate rules or binding agreements that provide an

adequate level of protection and uphold principles for reasonable and lawful processing of Personal Information, in terms of POPIA.

- 20.3. SAPPO will take steps to ensure that Operators (suppliers and third parties) that process personal information in jurisdictions outside of South Africa, apply adequate safeguards.

21. OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

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

22. REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION

- 22.1. Section 24 of POPIA and regulation 3 of POPIA Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted in the prescribed form attached as Appendix 4 to this Manual.
- 22.2. The requester must state the nature of the right for which access to the requested records is required. The courts have indicated that access to the records must be “necessary” for the exercise or protection of the right so stated.
- 22.3. Subject to the PAIA provisions in respect of extensions, SAPPO will take reasonable steps to process the request within 30 (thirty) days, unless where it is not reasonably possible to do so. In such an event, the Information Officer will advise the requester as to the circumstances preventing compliance with the aforesaid time period.
- 22.4. The requester shall be informed in writing whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he must state the manner so required.
- 22.5. If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer.
- 22.6. If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally and submit the necessary proof of identity with such a request.
- 22.7. The requester must pay the prescribed fee, before any further processing can take place.

23. UPDATING OF AND AMENDMENTS TO THIS MANUAL

- 23.1. SAPPO may update this Manual at such intervals as may be deemed necessary.

- 23.2. As and when any updates or amendments are effected, the latest version of this Manual will be made public on SAPPO's website.

ANNEXURE A: PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

REQUEST FOR ACCESS TO RECORD

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

Disclaimer: The personal data processed by us will include the details you directly provide to us in this application form. By completing this application you hereby give consent to process your personal information.

A. Particular of private body

The Head:

B. Particular of Person requesting access to the record

(a) The particulars of the person who requests access to the records must be recorded below.

(b) Furnish an address and/or fax number in the Republic to which information must be sent.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full Name and Surname:

Identity Number:

Postal Address:

Telephone Number:

Fax Number:

E-mail address:

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

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 Name 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.

Description of the Record or relevant part of the record:

Reference number, if available:

Any further particulars of the 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 of the request fee.

(c) The fee payable for access to a record depends on the form in which the 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 therefore.

Reason for exemption of payment of fee:

F. Form of Access to the 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 hereunder, 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"

(a) Your indication as to the required form of access depends 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:

| | |
|--------------------------|----------------------|
| <input type="checkbox"/> | Copy of record |
| <input type="checkbox"/> | Inspection of record |

2. If the record consists of visual images:

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

| | |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | View the images |
| <input type="checkbox"/> | Copy of the images |
| <input type="checkbox"/> | Transcription of the images |

3. If the record consists of recorded words or information which can be reproduced in sound:

| | |
|--------------------------|---|
| <input type="checkbox"/> | Listen to the soundtrack (audio cassette) |
| <input type="checkbox"/> | Transcription of soundtrack (written or printed document) |

4. If the 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* (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? A postal fee is payable.

| | |
|--|-----|
| | Yes |
| | No |

G. Particulars of right to be exercised or protected:

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

Indicate which right is to be exercised or protected:

Explain why the requested record is required for the exercising 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 thereof 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 on this _____ day of _____ 20 ____

Signature of Requester/Person on whose behalf request is made: _____

ANNEXURE B: REPRODUCTION FEES

Where SAPPO has disclosed the list of categories of records that will be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

The applicable fees as of December, 2019 for reproduction as referred to above are:

| Reproduction | |
|---|-------------------------------------|
| photocopy of an A4-size page or part thereof | R 2.00 |
| photocopy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | R 1.00 |
| copy in a computer-readable form on memory stick | R 9.00 |
| copy in a computer-readable form on compact disc | R 90.00 |
| transcription of visual images for an A4-size page or part thereof | R 55.00 |
| copy of visual images | R 70.00 |
| transcription of an audio record for an A4-size page or part thereof | R 28.00 |
| copy of an audio record | R 50.00 |
| Time Spent | |
| time reasonably required to search for the record for disclosure and preparation | R40.00/ hr or part thereof |
| Request | |
| request for access to a record <i>Where a requester submits a request for access to information held by SAPPO on a person other than the requester himself/herself, a request fee is payable up-front before SAPPO will further process the request received</i> | R 60.00 |
| Delivery | |
| Postal | R 15.00 |
| Fax (per page) | R 2.50 |
| Email | R 15.00 |

In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

Note: Kindly consult the latest POPIA Regulations or Government Gazette for the updated fee information.

**ANNEXURE "C": 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.

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

Signed at this day of20.....

Signature of data subject/designated person: _____

**ANNEXURE "D": 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.

| A | 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: | |
| B | DETAILS OF RESPONSIBLE PARTY |
| Name(s) and surname/ registered name of data subject: | |
| Residential, postal or business address: | |

| | |
|------------------------------|--|
| Contact number(s): | |
| Fax number / E-mail address: | |
| C | REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection) |
| 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. (Please provide detailed reasons for the request) |