

FORM 1
OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF
SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 2]

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

Signed at this day of20.....

.....
Signature of data subject/designated person

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):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	

Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTRICTED/ DESTROYED
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. <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

.....
Signature of data subject/ designated person

FORM 3

APPLICATION FOR THE ISSUE OF A CODE OF CONDUCT IN TERMS OF SECTION 61(1)(b) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 [Regulation 5]

A	DETAILS OF PRIVATE OR PUBLIC BODY
Name of the body:	
Private / Public body	
List the class of body or any industry size, profession, or vocation, you represent: <i>(Attach proof of representation)</i>	
Total number of members of industry, or any class of bodies, profession or vocation:	
Proportion of representation (expressed as a percentage) in the industry, class of bodies, profession or vocation <i>(Attach proof of representation)</i> :	
Business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
B	DETAILS OF PERSON WHO COMPLETES THIS FORM
Name(s) and surname of person completing this form:	
Capacity in body:	

FORM 4

**APPLICATION FOR THE CONSENT OF A DATA SUBJECT FOR THE PROCESSING OF
PERSONAL INFORMATION FOR THE PURPOSE OF DIRECT MARKETING IN TERMS OF
SECTION 69(2) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 6]

TO:

(Name of data subject)

FROM:

Contact number(s):

Fax number:

E-mail address:

(Name, address and contact details of responsible party)

Full names and designation of person signing on behalf of responsible party:

.....
Signature of designated person

Date: _____

PART B

I, _____ *(full names of data subject)* hereby:

☐

Give my consent.

To receive direct marketing of goods or services to be marketed by means of electronic communication.

SPECIFY GOODS or SERVICES:

SPECIFY METHOD OF COMMUNICATION: FAX:

E - MAIL:

SMS:

OTHERS – SPECIFY:

Signed at this day of20.....

.....
Signature of data subject

FORM 6

NOTICE TO PARTIES: CONCILIATION MEETING REGARDING INTERFERENCE WITH
THE PROTECTION OF PERSONAL INFORMATION IN TERMS OF SECTION 76 OF THE
PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 8(1)]

Reference Number _____

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	

KINDLY TAKE NOTE that the Regulator has decided to act as a conciliator in the matter.

YOU ARE HEREBY INVITED

to attend a conciliation meeting at (place)on the.....day of
..... at(time) and on any subsequent date that may be required,
regarding the following matter:

Kindly confirm your attendance with the Regulator on/before

_____.

Signed at this day of20.....

.....
Regulator (Represented by)

FORM 13

NOTICE TO PARTIES NOT TO ISSUE AN ENFORCEMENT NOTICE IN TERMS OF SECTION 94 OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 [Regulation 12(2)(a)]

Reference number: _____

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
<p>An investigation has been completed in terms of the Protection of Personal Information Act of 2013. Parties are hereby notified that an enforcement notice will not be issued as no interference with the protection of personal information of a data subject has taken place in terms of section 94(a)</p> <p>Signed aton this day of20.....</p> <p>.....</p> <p>Regulator (Represented by)</p>	

FORM 14

**REFERRAL TO ENFORCEMENT COMMITTEE IN TERMS OF
SECTION 92 OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018**

[Regulation 12(2)(b)]

Reference number: _____

A	DETAILS OF DATA SUBJECT
Name(s) and surname/registered name of data subject/complainant/aggrieved party:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
Complaint received from: _____ (Full name(s) and surname) Date received: _____ Responsible party: _____ (Full names)	

An investigation has been completed in terms of Protection of Personal Information Act 4 of 2013.
Parties are hereby notified that:

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Complaint

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Other matter:

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Consideration

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Recommendation

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was as referred to the Enforcement Committee in terms of section 92 on theday of20.....

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Regulator (Represented by)

FORM 15
ENFORCEMENT NOTICE IN TERMS OF SECTION 95 OF THE PROTECTION OF PERSONAL
INFORMATION ACT 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 12(2)(c)]

Reference number: _____

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject/complainant/aggrieved party:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
Complaint received by: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Full name(s) and surname) Date received: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Responsible party: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Full names)	
A. The Enforcement Committee has concluded that the protection of personal information of the data	

subject has been interfered with as follows:

- ☐ A breach of the conditions for the lawful processing of personal information.
- ☐ Non-compliance with the duty to notify security compromises (section 22 of the Protection of Personal Information Act 4 of 2013)
- ☐ Non-compliance with the duty of confidentiality (section 54 of the Protection of Personal Information Act 4 of 2013)
- ☐ Non-compliance with obligations for direct marketing by means of unsolicited electronic communications (section 69 of the Protection of Personal Information Act 4 of 2013)
- ☐ Non-compliance with obligations regarding the inclusion of personal information in directories (section 70 of Protection of Personal Information Act 4 of 2013)
- ☐ Non-compliance with obligations regarding automated decision making (section 71 of the Protection of personal Information Act 4 of 2013)
- ☐ Non-compliance with obligations regarding personal information outside the (section 72 of the Protection of Personal Information Act 4 of 2013)
- ☐ Breach of the provision of a code of conduct issued in terms of section 60: Code of Conductof (Reference)

B. The reasons for reaching this conclusion are:

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C. The responsible party is hereby ordered to:

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☐ Take the following specified steps:

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☐ To refrain from taking the following specified steps:

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☐ To stop the processing, the following specified personal information:

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☐ To stop processing of personal information for the following purpose:

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☐ To stop the processing of personal information in the following manner:

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D. Urgency

The Regulator directs that this notice should be complied with a matter of urgency for the following reasons:

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E. Time periods

☐ The responsible party must comply with this Enforcement Notice and the directives under C after 30 (thirty) working days from receiving this notice.

☐ The responsible party must comply with this Enforcement Notice and the directives under C after 4 (four) working days from receiving this notice.

F. Right of Appeal

The responsible party may appeal against this Enforcement Notice within 30 (thirty) working days of receiving this notice.

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Regulator (Represented by)

FORM 16
CANCELLATION OR VARIATION OF ENFORCEMENT NOTICE
SECTION 96 OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 12(2)(d)]

Reference number: _____

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
<p>Complaint received by _____ (state name and surname) on _____ date _____.</p> <p><input type="checkbox"/> The application by the responsible party to cancel the Enforcement Notice / (reference) issued on the ... day of 20..... has been granted.</p> <p><input type="checkbox"/> The application by the responsible party to vary the Enforcement Notice / (reference) issued on t day of 20..... has been granted.</p> <p>This notice replaces the Enforcement Notice / (reference) issued on the day of 20..... with the following attached notice..... Reference Number issued</p> <p>Right of Appeal The complainant may appeal against the variation of the Enforcement Notice within 180 (one hundred and eighty) days of receiving this notice.</p>	

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Regulator (Represented by)

FORM 17
NOTICE OF APPEAL
SECTION 97 OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 12(2)(e)]

Reference Number: _____

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	Code ()
Contact number(s):	
Fax number E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	Code ()
Contact number(s):	
Fax number/ E-mail address:	
Complaint received by _____ (state name and surname) on _____ date _____.	
Responsible party: <div style="margin-top: 10px;"> <input type="checkbox"/> Kindly take note that an APPEAL HAS BEEN LODGED to the High Court against the variation/ cancellation of an Enforcement Notice (reference) issued on the ... day of 20..... </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Kindly take note that an APPEAL HAS BEEN LODGED to the High Court to set aside of an Enforcement Notice (reference) issued on the ... day of 20..... </div> <div style="margin-top: 20px;"> Regulator (Represented by) </div>	

Reference Number:

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Complaint received by _____ (state name(s) and surname) on _____ day
of _____ 20....

Responsible party:

The High Court of considered the appeal lodged in terms of notice
..... The court has held that Enforcement Notice / (reference) issued on the
... day of 20... is set aside for the following reasons:

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.....
Regulator (Represented by)

FORM 19
NOTICE OF DISMISSAL OF APPEAL
SECTION 98 OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 12(2)(g)]

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
Complaint received by _____ (state name and surname) on _____ date _____.	
Responsible party: Kindly take note that an APPEAL HAS BEEN DISMISSED in the High Court against the variation/ cancellation of an Enforcement Notice ... /... issued on day of 20..... Judgment is attached.	
..... Regulator (Represented by)	

FORM 11
REQUEST FOR AN ASSESSMENT
SECTION 89(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 11]

Reference Number: _____

PART I	REQUEST FOR AN ASSESSMENT IN TERMS OF SECTION 89(1) AND (2) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)
<p>A request is hereby made in terms of section 89 of the Protection of Personal Information Act 4 of 2013 that the Information Regulator must assess whether the processing of personal information complies with the provisions of the Act:</p> <p>1. CONTACT DETAILS</p> <p>REQUESTER: Name(s) and surname: Address: Contact number/s: E-mail address:</p> <p>RESPONSIBLE PARTY: Name(s) and surname: Address: Contact number/s: E-mail address:</p> <p>2. INFORMATION PROCESSING TO BE ASSESSED</p> <p>3. PERSONS AFFECTED BY THE RELEVANT INFORMATION PROCESSING PRACTICE/S</p> <p>4. THE REASON WHY AN ASSESSMENT IS REQUESTED</p>	

5. SPECIFIC ASPECTS OF THE PROCESSING OF INFORMATION THAT THE ASSESSMENT SHOULD ADDRESS

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.....
.....

6. PERIOD

I first became aware that the processing of information should be assessed on:

the day of 20.....

Explain the reasons for the delay (if any) in requesting the assessment:

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.....
.....

7. DATA SUBJECT PARTICIPATION:

Does the requester:

Have the right to access personal information held by the responsible party in terms of section 23 of the Protection of Personal Information Act 4 of 2013:

☐ Yes ☐ No ☐ Not applicable

Have to right to request the responsible party to correct personal information in terms of section 24 of the Protection of Personal Information Act 4 of 2013:

☐ Yes ☐ No ☐ Not applicable

Signed on this ___ day of _____ 20...

Requester

PART II

NOTICE OF A DECISION ON AN ASSESSMENT

(Section 89(1) of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013))

1. NOTICE OF A DECISION ON AN ASSESSMENT

The Regulator has decided to conduct an assessment in terms of section 89(1) of the Protection of Personal Information Act 4 of 2013.

2. INFORMATION PROCESSING TO BE ASSESSED

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.....
.....

3. PERSONS AFFECTED BY THE RELEVANT INFORMATION PROCESSING PRACTICE/S

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.....
.....
.....

4. THE REASON WHY AN ASSESSMENT IS TO BE CONDUCTED/ NOT TO BE CONDUCTED

.....
.....
.....
.....

5. SPECIFIC ASPECTS OF THE PROCESSING OF INFORMATION THAT THE ASSESSMENT SHOULD ADDRESS

.....
.....
.....
.....

Signed on this ____ day of _____ 20.....

.....
Regulator (Represented by)

FORM 12
NOTIFICATION
SECTION 89 OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation (11) (4)]

Reference number: _____

A request was made in terms of section 89 of the Protection of Personal Information Act 4 of 2013 that the Information Regulator must assess whether the processing of information complies with the provisions of the Act:

Name(s) and surname of Requester:

Name(s) and surname of Responsible party:

Date of assessment:

☐

The Information Regulator hereby wishes to confirm that it formed the following views:

.....
.....
.....

☐

The Information Regulator hereby wishes to confirm that it wishes to take no further action in this regard.

☐

The Information Regulator hereby wishes to confirm that it wishes to take the following action in this regard:

.....
.....
.....
.....

Signed on this _____ day of _____ 20....

.....
Regulator (Represented by)