

QIAGEN SA (PTY) LTD

(herein referred to as "QIAGEN")

MANUAL PREPARED IN TERMS OF SECTIONS 10 AND 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 IN RESPECT OF QIAGEN

1. INTRODUCTION

- 1.1. This Manual has been prepared in accordance with the requirements of the Promotion of Access to Information Act No. 2 of 2000 and contains the information specified in section 51(1) thereof. It contains information required by a person wishing to exercise any right, contemplated by the Act.
- 1.2. The aim of the Manual is to assist potential Requesters in requesting access to information (documents or records) from QIAGEN as contemplated under the Act. The Manual may be amended from time to time and as soon as any amendments have been effected, the latest version of the Manual will be published and distributed in accordance with the Act.
- 1.3. The information as per this Manual, as applicable to a private body, is as follows:
 - 1.3.1. the contact details of the head of the private body;
 - 1.3.2. a description of the guide referred to in section 10 of the Act;
 - 1.3.3. the latest notice published by the Minister of Justice and Constitutional Development under section 52(2) of the Act;
 - 1.3.4. a description of the records of the private body which are available in terms of any legislation other than the Act;
 - 1.3.5. a description of the subjects on which the private body holds records and the categories of records held on each subject in sufficient detail to facilitate a request for access to a record; and
 - 1.3.6. other information as prescribed by regulation.
- 1.4. A Requester is invited to contact the Information Officer should he or she require any assistance in respect of the use or content of this Manual.
- 1.5. QIAGEN is involved in various business-related activities including sample and assay technologies for molecular diagnostics, applied testing, academic and pharmaceutical research.

2. INTERPRETATION

"**PAIA**" means the Promotion of Access to Information Act No. 2 of 2000, together with any regulations published thereunder;

"**POPIA**" means the Protection of Personal Information Act No.4 of 2013, together with any regulations published thereunder;

"**Customer**" means a natural or juristic person who or which receives services or products from QIAGEN;

"**Correspondence**" means written and electronic communication exchanged between two or more parties;

"**Employee**" means any person who works for, or provides services to, or on behalf of QIAGEN, and receives or is entitled to receive remuneration;

"**Information Officer**" means the designated QIAGEN information officer as described in this Manual;

"**Manual**" means this manual, together with all annexures thereto as amended and made available at the offices of QIAGEN from time to time;

"**Requester**" means any person or entity requesting access to a record that is under the control of QIAGEN;

"**Information Regulator**" means the Information Regulator (South Africa); and

"**QIAGEN**" means QIAGEN SA (Pty) Ltd (registration number 2001/024154/07), a private company, which are involved in various business related activities including sample and assay technologies for molecular diagnostics, applied testing, academic and pharmaceutical research.

3. PURPOSE, OBJECTIVE AND SCOPE OF THE MANUAL

3.1. This document serves as QIAGEN's Promotion of Access to Information Manual ("Manual") and provides reference on how to access the Records held by QIAGEN in terms of PAIA as well as objecting to the Processing of your Personal Data, and request to correct, delete or destroy your Personal Data in terms of POPIA.

3.2. The objectives of this Manual include:

3.2.1. Providing for the availability of the Manual and the details of the Information Officer;

3.2.2. To identify the main categories of Records held by QIAGEN;

3.2.3. To provide for information available in terms of PAIA and POPIA;

3.2.4. To provide the procedure applicable to requesting access to Records including the method of requesting access, the refusal of requests for Records and prescribed access fees as provided for in PAIA; and

3.2.5. To provide Data Subjects the right to access their Personal Data, object to its Processing and to request to rectify, delete or destroy their Personal Data held by Roche as per Section 5 of POPIA.

4. THE GUIDE ON HOW TO USE THE ACT TO ACCESS INFORMATION

(Information provided in terms of section 51(1)(b) of the Act)

- 4.1. The Act grants a Requester access to records of a private body if the record is required for the exercise or protection of any rights. If a public body lodges a request in terms of the Act, the public body must be acting in the public interest.
- 4.2. Requests in terms of the Act shall be made in accordance with the prescribed procedures, and at the prescribed fees.
- 4.3. A Guide on how to use the Act has been compiled by the Information Regulator in terms of section 10(1) of the Act and is available and can be obtained on the website of the Information Regulator (<https://inforegulator.org.za/paia-guidelines/>). Alternatively, any person wishing to obtain the Guide can obtain same from the office of the Information Regulator, as well as direct any queries thereto, the contact details of which are as follows:

Information Regulator (South Africa)
Postal Address: P O Box 31533 Braamfontein, Johannesburg, 2017
Street Address: J.D House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
Tel: +27 (0)10 023 5200
Email: enquiries@inforegulator.org.za / PAIACompliance@inforegulator.org.za
Website: <https://inforegulator.org.za/>

5. OVERVIEW OF QIAGEN

- 5.1. QIAGEN is at the forefront of the molecular biology revolution, using QIAGEN Sample & Assay Technologies to achieve breakthroughs based on the building blocks of life – DNA, RNA and proteins.
- 5.2. QIAGEN offers a broad range of core products to meet the special requirements of its more than 500,000 customers worldwide. QIAGEN products include a broad range of Consumables, Instruments and Detection Technologies.

6. COMPANY CONTACT DETAILS

(Information required under section 51(1)(a) of the Act)

| | |
|----------------------|---|
| Name of body: | QIAGEN (Pty) Ltd |
| Registration Number: | 2001/024154/07 |
| Managing Director: | Carlos Gomes |
| Contact person: | Natasha Reid |
| Physical address: | Block C, Cedar Tree Office Park Corner Cedar Road, and Broadacres Stinkwood Close Johannesburg South Africa 2044 |
| Postal address: | [insert] |
| Telephone: | +27 11 244 8540 |

Email: Information.officer@qiagen.com
Global Web site: <https://www.qiagen.com/>

7. SECTION 10 GUIDE ON HOW TO USE THE ACT

The section 10 Guide on how to use the Act will be available from the Information Regulator (South Africa). The guide is available in each of the official languages of South Africa. Enquiries can be directed to:

The Information Regulator (South Africa):

Postal Address: P O Box 31533
Braamfontein
Johannesburg
2017

Tel: +27 (0)10 023 5200
Website: <https://info regulator.org.za/>
Email: enquiries@info regulator.org.za / PAIACompliance@info regulator.org.za

8. Information freely available from QIAGEN

No notice has been published in terms of section 52. However, certain information and records are freely available without needing to be requested in terms of the request procedures set out in the Act and provided for in this manual.

9. RECORDS AVAILABLE IN TERMS OF LEGISLATION OTHER THAN THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

Records are kept in accordance with the legislation (as amended from time to time) as applicable to QIAGEN, which legislation includes, but is not limited to:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 30 of 1966; 4 of 2002
- Regional Services Council Act 109 of 1985
- Value-Added Tax Act 89 of 1991
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Protection of Personal Information Act 4 of 2013

10. CATEGORIES OF RECORDS HELD BY THE QIAGEN GROUP

| CATEGORIES OF RECORD | DESCRIPTION OF RECORD |
|---------------------------------------|---|
| Administration and Management | Shareholder records Share register Minutes of meetings of the directors Minutes of meetings of committees and sub committees. Minutes of meetings of Executive Committee Internal correspondence Resolutions of the directors |
| Financial Records | Annual financial statements of QIAGEN Tax returns of QIAGEN Accounting records of QIAGEN Bank Statements and Banking records of QIAGEN Audit reports conducted for QIAGEN Invoices in respect of creditors and debtors of QIAGEN Bank facilities and account details Records regarding financial commitments All the necessary records that a Financial Services Provider needs to hold in terms of the Financial Advisory and Intermediary Services Act as well as the records an accountable institution needs to hold in terms of the Financial Intelligence Centre Act. |
| Company Records | Documents of incorporation Memorandum and Articles of Association Share register and other statutory registers List of employees Employment contracts |
| Human Resources | Personnel records of each employee of QIAGEN Disciplinary records Compensation or redundancy payments Records relating to conditions of employment Employee tax information Training schedules and manuals Agreements with Customers of QIAGEN Payroll records Internal policies and procedures Information relating to prospective employees including curricula vitae and application forms |
| QIAGEN Customers | Customer documentation in terms of Financial Intelligence Centre Act No. 38 of 2001 Correspondence with Customers and third parties |
| Intellectual Property | Trademarks, copyrights and designs held by QIAGEN Software licences Records relating to domain names |
| Immovable and Movable Property | Agreements for the lease of immovable property by QIAGEN |

| | |
|-------------------------------|---|
| | Agreements for the lease or sale of movable property by QIAGEN |
| | Records regarding insurance in respect of movable property |
| | Records regarding insurance in respect of immovable property |
| | Product lists |
| Information Technology | Records regarding computer systems and programmes held by QIAGEN |
| Website | QIAGEN's does not have local website, but its global website address is https://www.qiagen.com/ and is accessible to anyone who has access to the Internet. |
| Miscellaneous | Security agreements, guarantees and indemnities |
| | Marketing agreements |
| | Internal correspondence |
| | Suretyship agreements |
| | Supplier lists and details of suppliers |
| | Agreements with suppliers of QIAGEN |

11. FORM OF REQUEST FOR ACCESS TO INFORMATION

- 11.1. Records will only be made available subject to the provisions of PAIA.
- 11.2. The Requester must use the prescribed form (Form 2) to make the request for access to a record to QIAGEN's designated Information Officer at the address or electronic mail address of QIAGEN. A copy of the form is attached as Annexure A to this manual.
- 11.3. The Requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the Requester. The Requester should also indicate which form of access is required and specify a postal address, fax number in the Republic or email address. The Requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the Requester and state the necessary particulars to be so informed.
- 11.4. The Requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 11.5. If a request is made on behalf of another person, the Requester must then submit proof of the capacity in which the Requester is making the request to the satisfaction of the head of QIAGEN.
- 11.6. After the Information Officer has made a decision on the request, the Requester will be notified using the required form. If the request is granted then a further access fee must be paid for reproduction, for search and preparation, and for any time that has exceeded the prescribed hours to search for and prepare the record for disclosure, as per Form 3, attached hereto as Annexure B.
[See section 54(6) of PAIA].
- 11.7. In terms of Part 3, Chapter 4 of PAIA, QIAGEN may and in certain instances must refuse access to records on the grounds set out in the Act. The grounds include:
 - 11.7.1. that granting access would result in the unreasonable disclosure of personal information about a third party;

- 11.7.2. that it is necessary to protect the commercial information or the confidential information of a third party;
- 11.7.3. that it is necessary to protect the commercial information of a third parties or of QIAGEN itself;
- 11.7.4. that it is necessary to protect the safety of individuals or property;
- 11.7.5. that it is necessary to protect the research information of a third party or of QIAGEN;
- 11.7.6. that it is necessary to protect certain records of the South African Revenue Service; and
- 11.7.7. that the record constitutes privileged information for the purposes of legal proceedings.

12. PRESCRIBED FEES

- 12.1. 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 of R50.00 to a private body such as QIAGEN.
- 12.2. The head of the private body must notify the Requester (other than a personal Requester) by notice, requiring the Requester to pay the prescribed fee (if any) before further processing the request.
- 12.3. The Requester may lodge an application to the court against the tender or payment of the request fee.
- 12.4. After the head of the private body has made a decision on the request, the Requester must be notified in the required form.
- 12.5. If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- 12.6. QIAGEN is entitled to withhold a record until the required access fees have been paid, which are payable as follows:

| Action Required | Fee Payable |
|--|--------------------|
| Photocopy of an A4-size page or part thereof | R1.10 per page |
| Printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form | R0.75 per page |
| For a copy in a computer-readable form on – Stiffy disc / Compact disc | R7.50 / R70.00 |
| Transcription of visual images on an A4-size page or part thereof | R50.00 per page |

| | |
|---|--------|
| Copy of visual images | R60.00 |
| Transcription of an audio record on an A4-size page or part thereof | R20.00 |
| Copy of an audio record | R30.00 |

12.7. In addition, if the search for and preparation of the record or records requested takes more than six hours, QIAGEN may charge R30.00 for each hour or part thereof which is required for the search for and preparation of the records. Moreover, if QIAGEN is of the opinion that the search and preparation of the records requested will require more than six hours, it is entitled to ask for a deposit of one third of the access fees which will be payable in respect of the records requested by the Requester. In such event, the Requester may make an application to Court to be exempted from the requirement to pay this deposit. If a deposit is made and access to the records requested is subsequently refused, the deposit will be repaid to the Requester.

13. RECORDS OR INFORMATION NOT FOUND

13.1. If, after all reasonable steps to locate a record have been taken, and no record is found, then the Information Officer will notify the Requester, by way of an affirmation or affidavit that access to the requested and titled document cannot be provided. The affirmation or affidavit will include detailed account of the steps taken to try and locate the record.

13.2. Should a record be found at a later stage, the Information Officer shall provide the Requester access to such record, unless access to the record is refused on the grounds permitted by PAIA (Part 3, Chapter 4).

14. OTHER INFORMATION HELD BY QIAGEN AS MAY BE PRESCRIBED

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

15. PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA

15.1. In terms of POPIA, the purpose of Processing Personal Data must be contained in this Manual. The purpose of Processing Personal Data is variable and depends on various factors, such as the nature of the Personal Data, from whom it is collected and the reason it has been collected. QIAGEN generally processes Personal Data in the form of hard copy and electronic systems for purposes of providing Customers with solutions and services for use of QIAGEN products.

15.2. The purpose for which the QIAGEN processes personal information includes but is not limited to:

- 15.2.1. rendering of services to our customers;
- 15.2.2. employee administration;
- 15.2.3. transacting with our suppliers and third party service providers;
- 15.2.4. maintaining records;
- 15.2.5. recruitment;
- 15.2.6. general administration;
- 15.2.7. financial requirements;

- 15.2.8. compliance with legal and statutory requirements; and
- 15.2.9. facilities management

15.3. Kindly consult the QIAGEN's Privacy Policy to obtain further information on the collecting and processing of Personal Data by QIAGEN. You can access QIAGEN's Privacy Policy by requesting it from our information officer (Information.officer@qiagen.com) or accessing it at <https://www.qiagen.com/>

15.4. The below table provides a description of the categories of Data Subjects, information processed, and recipients thereof:

| Data Subjects | Information | Recipients |
|--|--|--|
| Prospective and current employees, consultants, interns, and volunteers | <ul style="list-style-type: none"> • Name, identification number, biographical data; • Contact details; • Educational, employment, and criminal history; • Biometric and health information; • Psychometric assessments; • References and background checks; and • Account information, performance reports, and skills/training reports (for current employees, interns, and consultants). | Relevant Provincial and National Government Departments and their agents. |
| Prospective and current suppliers, service, providers, contractors, sub-contractors, and business partners | <ul style="list-style-type: none"> • Name, identification number/company registration number; • Registration number; • Contact details; • Financial history; • References and background checks; • Account information; and • Performance reports. | Relevant Provincial and National Government Departments, public entities, business enterprises and their agents. |
| Service users (clients and customers) and visitors | <ul style="list-style-type: none"> • Name, identification number, biographical data; • Contact details; and • Compliments or complaints. | Relevant Provincial and National Government Departments, public entities, business enterprises and their agents. |

15.5. QIAGEN has put in place a number of security measures to protect your Personal Data from unauthorized access, improper use, disclosure, loss or destruction. To ensure the confidentiality of your information, QIAGEN also uses industry standard firewalls and password protection. It is, however, your personal responsibility to ensure that the computer you are using is adequately secured and protected against malicious software, such as trojans, computer viruses and worm programs. You should be aware of the fact that without adequate security measures (e.g. secure web browser configuration, up-to-date antivirus software, personal firewall software, no usage of software from dubious sources) there is a risk that the data and passwords you use to protect access to your data, could be disclosed to unauthorized third parties.

15.6. Section 11(3)(a) of POPIA as set out below, allows a Data Subject to object to the processing his, her or its information:

3. *A data subject may object, at any time, to the processing of personal information –*

a. in terms of subsection (1)(d) to (f), in the prescribed manner, on reasonable grounds relating to his, her or its particular situation, unless legislation provides for such processing; or

15.7. If a Data subject objects to the processing of his, her or its Personal Information, as described in section 11(3)(a), the Data Subject should complete from **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)*”)** attached hereto as **Annexure 3** and provide all relevant requested information in relation thereto.

15.8. Section 23 of POPIA, as set out below, allows a Data Subject to have access to his, her or its information:

1. *“A Data Subject, having provided adequate proof of identity, has the right to –*

a. request a responsible party to confirm, free of charge, whether or not the responsible party holds Personal Information about the Data Subject; and

b. request from a responsible party the Records or a description of the Personal Information about the Data Subject held by the responsible party, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information –

i. within a reasonable time;

ii. at a prescribed fee, if any;

iii. in a reasonable manner and format; and

iv. in a form that is generally understandable.

2. *If, in response to a request in terms of subsection (1), Personal Information is communicated to a Data Subject, the Data Subject must be advised of the right in terms of Section 24 to request the correction of information.*

3. *If a Data Subject is required by a responsible party to pay a fee for services provided to the Data Subject in terms of subsection (1) (b) to enable the responsible party to respond to a request, the responsible party—must give the applicant a written estimate of the fee before providing the services; and may require the applicant to pay a deposit for all or part of the fee.*

4. *A responsible party may or must refuse, as the case may be, to disclose any information requested in terms of subsection (1) to which the grounds for refusal of access to Records set out in the applicable Sections of Chapter 4 of Part 2 and Chapter 4 of Part 3 of the Promotion of Access to Information Act apply.*

5. *The provisions of Sections 30 and 61 of the Promotion of Access to Information Act are applicable in respect of access to health or other Records.*

6. *If a request for access to Personal Information is made to a responsible party and part of that information may or must be refused in terms of subsection (4)(a), every other part must be disclosed.”*

15.9. Section 24(1) of POPIA provides for correction of Personal Information as follows:

1. *“A Data Subject may, in the prescribed manner, request a responsible party to –*
 - a. correct or delete Personal Information about the Data Subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or*
 - b. destroy or delete a record of Personal Information about the Data Subject that the responsible party is no longer authorised to retain in terms of Section 14.”*

15.10. If a Data Subject wishes to give effect to one of the request listed in section 24(1) of POPIA, be it for correction, deletion or destruction of Personal Information and/or Personal Data Records, the Data Subject should complete from **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)”)** attached hereto as **Annexure 4** and provide all relevant requested information in relation thereto.

16. AVAILABILITY OF THE MANUAL

This manual is available in terms of section 51(3) of PAIA for inspection at the offices of QIAGEN at no cost, during office hours. Copies of the manual may be obtained, subject to the prescribed fees, from these offices. The manual can be accessed on <https://www.qiagen.com/>

17. INFORMATION REQUESTED ABOUT A THIRD PARTY

Where any information is requested from QIAGEN that relates to a third party, QIAGEN is required to notify the third party of the request. The third party has an opportunity to grant his, her or its consent to the disclosure of the record or to make representations as to why the requested record should not be disclosed to the Requester. If QIAGEN decides to grant access to the record, it will notify the affected third party again. The third party is entitled to apply to court in relation to that decision. The court will then determine whether the record should be disclosed by QIAGEN or not.

18. PREScribed FORMS AND FEE STRUCTURE

The forms and fee structure prescribed under PAIA in respect of private bodies in terms of sections 53 and 54 of PAIA are available from the Government Gazette, or at the website of the Information Regulator (South Africa) (<https://info regulator.org.za/>), under the heading "PAIA", subheading "Forms" section.

Furthermore, at Annexure A attached hereto.

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The Information Officer

(Address)

E-mail address: _____

Mark with an "X"

☐

Request is made in my own name

☐

Request is made on behalf of another person.

| PERSONAL INFORMATION | | | | |
|--|-----------|--|------------|--|
| Full Names | | | | |
| Identity Number | | | | |
| Capacity in which request is made (when made on behalf of another person) | | | | |
| Postal Address | | | | |
| Street Address | | | | |
| E-mail Address | | | | |
| Contact Numbers | Tel. (B): | | Facsimile: | |
| | Cellular: | | | |
| Full names of person on whose behalf request is made (if applicable): | | | | |

| | |
|-----------------|--|
| Identity Number | |
| Postal Address | |

| | | | |
|-----------------|----------|--|-----------|
| Street Address | | | |
| E-mail Address | | | |
| Contact Numbers | Tel. (B) | | Facsimile |
| | Cellular | | |

PARTICULARS OF RECORD REQUESTED

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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

| | |
|---|--|
| Description of record or relevant part of the record: | |
| | |
| | |
| | |
| | |
| Reference number, if available | |
| Any further particulars of record | |
| | |
| | |
| | |

| | |
|--|--|
| | |
| TYPE OF RECORD <i>(Mark the applicable box with an "X")</i> | |
| Record is in written or printed form | |
| Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i> | |
| Record consists of recorded words or information which can be reproduced in sound | |
| Record is held on a computer or in an electronic, or machine-readable form | |
| FORM OF ACCESS <i>(Mark the applicable box with an "X")</i> | |
| Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i> | |
| Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i> | |
| Transcription of soundtrack <i>(written or printed document)</i> | |
| Copy of record on flash drive <i>(including virtual images and soundtracks)</i> | |
| Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i> | |
| Copy of record saved on cloud storage server | |

| | |
|---|--|
| MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i> | |
| Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i> | |
| Postal services to postal address | |
| Postal services to street address | |
| Courier service to street address | |

| | |
|--|--|
| | |
| Facsimile of information in written or printed format <i>(including transcriptions)</i> | |
| E-mail of information <i>(including soundtracks if possible)</i> | |
| Cloud share/file transfer | |
| Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i> | |

| PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED | |
|--|--|
| <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i> | |
| Indicate which right is to be exercised or protected | |
| | |
| | |
| Explain why the record requested is required for the exercise or protection of the aforementioned right: | |
| | |
| | |

| FEES | |
|--|--|
| <p>a) A request fee must be paid before the request will be considered.</p> <p>b) You will be notified of the amount of the access fee to be paid.</p> <p>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.</p> <p>d) If you qualify for exemption of the payment of any fee, please state the reason for exemption</p> | |
| Reason | |
| | |
| | |

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

| Postal address | Facsimile | Electronic communication (Please specify) |
|----------------|-----------|--|
| | | |

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

| | |
|---|--|
| Reference number: | |
| Request received by: (State Rank, Name And Surname of Information Officer) | |
| Date received: | |
| Access fees: | |
| Deposit (if any): | |

Signature of Information Officer

FORM 3
OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8]

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (*including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form*) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.

OR

2. You requested:

Printed copies of the information (*including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form*)

Written or printed transcription of virtual images (*this includes photographs, slides, video recordings, computer-generated images, sketches, etc*)

Transcription of soundtrack (*written or printed document*)

Copy of information on flash drive (*including virtual images and soundtracks*)

Copy of information on compact disc drive (*including virtual images and soundtracks*)

Copy of record saved on cloud storage server

3. To be submitted:

Postal services to postal address

Postal services to street address

Courier service to street address

Facsimile of information in written or printed format (*including transcriptions*)

| | |
|---|--|
| E-mail of information <i>(including soundtracks if possible)</i> | |
| Cloud share/file transfer | |
| Preferred language: <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i> | |

Kindly note that your request has been:

☐ Approved

☐ Denied, for the following reasons:

4. Fees payable with regards to your request:

| Item | Cost per A4-size page or part thereof/item | Number of pages/items | Total |
|---|--|-----------------------|-------|
| Photocopy | | | |
| Printed copy | | | |
| For a copy in a computer-readable form on: | | | |
| (i) Flash drive | R40.00 | | |
| • To be provided by requestor | | | |
| (ii) Compact disc | R40.00 | | |
| • If provided by requestor | R60.00 | | |
| • If provided to the requestor | | | |
| For a transcription of visual images per A4-size page | Service to be outsourced. Will depend on the quotation of the service provider | | |
| Copy of visual images | | | |
| Transcription of an audio record, per A4-size | R24.00 | | |
| Copy of an audio record | | | |
| (i) Flash drive | R40.00 | | |
| • To be provided by requestor | | | |
| (ii) Compact disc | R40.00 | | |
| • If provided by requestor | R60. 00 | | |
| • If provided to the requestor | | | |

| | | | |
|---|--------------|--|--|
| Postage, e-mail or any other electronic transfer: | Actual costs | | |
| TOTAL: | | | |

5. Deposit payable (if search exceeds six hours):

☐

Yes

☐

No

| | | | |
|-----------------|--|--|--|
| Hours of search | | Amount of deposit (calculated on one third of total amount per request) | |
|-----------------|--|--|--|

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference Nr: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information officer

Annexure C

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, 2017 [Regulation 2(1)]

Note:

1. Affidavits or other documentary evidence in support of the objection must 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.

Reference Number: _____

| A | DETAILS OF DATA SUBJECT | |
|--|------------------------------|--|
| Name and surname of data subject: | | |
| Residential, postal or business address: | | |
| | | |
| | | |
| | Code () | |
| Contact number(s): | | |
| Fax number: | | |
| E-mail address: | | |
| B | DETAILS OF RESPONSIBLE PARTY | |
| Name and surname of responsible party (if the responsible party is a natural): | | |
| Residential, postal or business address: | | |
| | | |
| | | |
| | Code () | |
| Contact number(s): | | |
| Fax number: | | |
| E-mail address: | | |

| | |
|--|---|
| Name of public or private body (if the responsible party is not a natural person): | |
| Business address: | |
| | |
| | |
| | Code () |
| Contact number(s): | |
| Fax number: | |
| E-mail address: | |
| C | REASONS FOR OBJECTION <i>(Please provide detailed reasons for the objection)</i> |
| | |
| | |

Signed at this day of20.....

.....
Signature of data subject (applicant)

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, 2017
[Regulation 3(2)]

Note:

3. *Affidavits or other documentary evidence in support of the objection must be attached.*
4. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number: _____

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 | |
|---|----------|
| Surname: | |
| Full names: | |
| Identity number: | |
| Residential, postal or business address: | |
| | |
| | Code () |
| Contact number(s): | |
| Fax number: | |
| E-mail address: | |
| B DETAILS OF RESPONSIBLE PARTY | |
| Name and surname of responsible party (if the responsible party is a natural person): | |
| Residential, postal or business address: | |
| | |
| | Code () |
| Contact number(s): | |
| Fax number: | |
| E-mail address: | |

| | |
|--|---|
| Name of public or private body (if the responsible party is not a natural person): | |
| Business address: | |
| | |
| | Code () |
| Contact number(s): | |
| Fax number: | |
| E-mail address: | |
| C | REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request) |
| | |
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| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

* *Delete whichever is not applicable*

Signed at this day of20.....

.....
Signature of Data subject