

INFINITY BRANDS (PTY) LTD

REGISTRATION NUMBER: 2014/117386/07

PROMOTION OF ACCESS TO INFORMATION MANUAL

**Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of
2000 (as amended)**

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1. INTRODUCTION

1. The Promotion of Access to Information Act 2 of 2000, as amended, ("**Act**") came into operation on 9 March 2001. The Act's aim is, *inter alia*, to give effect to section 32(2) of the Constitution of the Republic of South Africa 108 of 1996, as amended ("**Constitution**").
2. Pursuant to this section, any person has the constitutional right to gain access to any information held by public and private bodies. If the record is requested from a private body, the requester is required to show that the record is required for the exercise or protection of a right.
3. In terms of section 51 of the Act, private bodies are mandated to compile a manual that provides information on both types and categories of records held by such private body.
4. This document serves as the manual in terms of the Act which provides a reference in relation to the records held by Infinity Brands, and the process which must be followed to request access to such records from Infinity Brands. This manual also includes information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of the Act.

2. PURPOSE OF PAIA MANUAL

1. This PAIA Manual was drafted for purposes of and will be useful for the public to -
 - 1.1. investigate the categories of records held by Infinity Brands (Pty) Ltd ("**Infinity Brands**") that are available without an individual having to submit a formal PAIA request;
 - 1.2. have sufficient understanding of how to submit a request for access to a record held by Infinity Brands, by providing a description of the subjects on which Infinity Brands holds records and the categories of records held on each subject;
 - 1.3. to understand the description of the records held by Infinity Brands which are available in accordance with any other legislation;
 - 1.4. to access all the relevant contact details of the Information Officer appointed by Infinity Brands, who will assist the requests for access to information and with the records the applicant intends to access;
 - 1.5. to be aware of the description of the guide and how to use this PAIA Manual;
 - 1.6. to understand if Infinity Brands will process personal information, the nature of the personal information, the purpose for which the personal information is processed,

the description of the categories of data subjects and of the information or categories of information relating thereto;

- 1.7. to know the recipients or categories of recipients to whom the personal information may be supplied upon request;
- 1.8. to know if Infinity Brands has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 1.9. to know whether Infinity Brands has appropriate security and safety measures to ensure the safeguarding, confidentiality, integrity and availability of the personal information which is to be processed.
- 1.10. This Manual should be read in conjunction with:
 - 1.10.1. The Promotion of Access to Information Act, No. 2 of 2000;
 - 1.10.2. The Protection of Personal Information Act, No. 4 of 2003;
 - 1.10.3. The Promotion of Administrative Justice Act, No. 3 of 2000; and
 - 1.10.4. The South African Human Rights Commission guide.

3. INTRODUCTION TO INFINITY BRANDS

1. Infinity Brands operates as a franchise management specialist, rendering expert specialist services in the areas of finance, human resources, information technology and marketing, since its establishment in 2014. As an entity, it functions as both a Responsible Party as well as an Operator, collecting and processing certain Personal Information so collected over its various platforms, to perform and render services in terms of franchise agreements and ancillary service level agreements.
2. The personal Information collected by Infinity Brands is processed for the following purposes:
 - 2.1. To enable Infinity Brands to deliver bespoke and curated long-term brand strategies to its various franchisees;
 - 2.2. To optimise, guide and operate specifically designed franchise support systems;

- 2.3. To optimise the manner of marketing actioned by Infinity Brands, whether that be via a platform, website or social media format of Infinity Brands, and ultimately, strengthen customer relationships between clients, Infinity Brands and franchisees;
 - 2.4. To assist Franchisees in measuring the effectiveness and distribution of its products and services, and to understand the manner in which the data subject, who uses either the franchisees or Infinity Brands' services, interacts with its services, products and platforms;
 - 2.5. To conduct and support research and innovation on competitive products and services, to enhance the marketing and distribution strategy of each franchise.
3. Save for processing the personal information collected from the data subject, as indicated and for the purposes as set out above, Infinity Brands does not share the personal information with any other entity and/or individual, save for the Responsible Party which has collected such Personal Information.
 4. Infinity Brands equips its clients (Responsible Parties), as well as itself, with the necessary information to make fact-based decisions in its entity and optimise its services and products.
 5. Infinity Brands ensures that the personal information collected by the Responsible Party and stored temporarily by Infinity Brands, as well as the information personally collected, is at all material times a requisite to render the services contemplated in the service level agreement, and processes the information in accordance with the lawful instructions obtained by the various Responsible Parties.

4. CONTACT DETAILS

Chief Information Officer:	Luke Harrison
Registered Head Office Address:	21 Eastwood Office Park, 11B Riley Road, Bedfordview, Germiston
E-mail:	cdo@infinitybrands.co.za
Deputy Information Officer:	Nkululeko Alfred Nxumalo
Registered Head Office Address:	21 Eastwood Office Park, 11B Riley Road, Bedfordview, Germiston
E-mail:	it@infinitybrands.co.za

5. SECTION 10 GUIDE ON HOW TO USE PAIA MANUAL AND ACT

The Guide is available from the South African Human Rights Commission.

Please direct any queries to:

The South African Human Rights Commission PAIA Unit

The Research and Documentation Department

Private Bag X2700

Houghton

2041

Tel: +27 11 877-3600 / +27 11 403-6025

www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

6. ENTRY POINTS FOR REQUESTS

1. The Act specifies that a person may only request information, where the information so requested is required for the exercise or protection of a legitimate right.
2. Information will therefore not be furnished unless a person provides sufficient particulars to enable Infinity Brands to identify the right (if any) that the requester is seeking to protect as well as an explanation as to why the requested information is required for the exercise or protection of that right.
3. The exercise of an individual's rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance.
4. The Act and the request procedure contained in this Manual may not be used for access to a record for criminal or civil proceedings, nor should information be requested after the commencement of such proceedings.
5. The Information Officer has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of the Act, to ensure proper compliance with the Act and POPIA. The Information Officer will facilitate the liaison with the internal legal team on all of these requests.

7. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Infinity Brands holds details of its own registration, together with its financial statements and all other documentation relating to its business as outlined in the “Introduction to Infinity Brands” above.

CATEGORY OF RECORDS	APPLICABLE LEGISLATION
Memorandum of incorporation Share certificates Special Resolutions Resolutions Index and names of Director Proxy forms Financial Records Accounting Records Annual Financial Reports Annual Financial Statements Asset Registers Banking Statements Banking Information PAYE records UIF, VAT and other statutory compliances Tax Returns Invoices General accounting ledgers General reconciliation	Companies Act 61 of 1973 Companies Act 71 of 2008 Tax Administration Act 28 of 2011 Income Tax Act 58 of 1962
PAIA Manual	Promotion of Access to Information Act 2 of 2000
SUBJECTS ON WHICH THE BODY HOLDS RECORDS	CATEGORIES OF RECORDS
Strategic Documents	Annual Reports
Plans	Strategic Plan
Proposals	Annual Performance Plan

8. ACCESS TO THE RECORD HELD BY INFINITY BRANDS CLASSIFICATION KEY

CLASSIFICATION NUMBER	CLASSIFICATION
1	Public Access Documents
2	Limited Disclosure – Personal information known to the individual
3	May not be disclosed – would breach a confidence owed to a third party.
4	May not be disclosed – likely to harm the commercial or financial interest of the company.

8.1. Categories of records of the body which are available without a person having to request access in terms of section 52(2) of this Act.

Where relevant to its operations, Infinity Brands also retains records with regard to the below legislation. Unless disclosure is prohibited by legislation, rules, regulations, contractual agreements, or any other justifiable reason, records that are required to be made available for inspection by interested parties in terms of the requirements and conditions of the Acts, will only be disclosed if the requesting party has made a request for access to such information and is entitled to access to such information.

NO	RECORD DESCRIPTION	RECORD FORMAT	MAINTAINED BY	STORED AT	CLASSIFICATION	RETENTION
1	Demographic company details	Hard Copy	CTO	21 Eastwood Office Park, 11B Riley Road ,	1	Indefinite

8.2. Categories of records that may be requested in terms of Section 52(2) of the Act, and the categories in which these subjects are classed:

NO	RECORD DESCRIPTION	RECORD FORMAT	MAINTAINED BY	STORED AT	CLASSIFICATION	RETENTION
2	Details of third party relationships	Hard Copy and electronic	HR	21 Eastwood Office Park, 11B Riley Road, Bedfordview	3	Indefinite
3	Company correspondence	Hard copy and electronic	HR	21 Eastwood Office Park, 11B Riley Road, Bedfordview	4	Indefinite

Personal information is processed by Infinity Brands for legitimate purposes and interests to conduct its business activities.

8.3. Categories of records that are available only on request to access in terms of section 51(1)(e) of the Act, and the categories in which these subjects are classed

N O	RECORD DESCRIPTION	RECORD FORMAT	MAINTAINED BY	STORED AT	CLASSIFICATIO N	RETENTIO N
HUMAN RESOURCES						
4	a) Employee information including personal information, employment history and health records that Strauss & Co may hold from time to time. b) Disciplinary records c) Employment equity plan d) Training and development information e) General files containing information on employee recruitment and selection information f) List of employees g) Employment contracts h) Tax records i) Training records j) Payroll k) Applicable internal policies and procedures.	Hard Copy and electronic	HR	21 Eastwood Office Park, 11B Riley Road, Bedfordview	2	Indefinite
CLIENT AND THIRD-PARTY RELATED DOCUMENTATION						
5	a) FICA records b) Correspondence c) Contracts	Hard Copy and electronic	CTO	21 Eastwood Office Park, 11B Riley Road, Bedfordview	3 and 4	Indefinite
PROPERTY						

6	a) Lease Agreements b) Insurance Records c) Asset Register	Hard Copy and electronic	CTO	21 Eastwood Office Park, 11B Riley Road, Bedfordview	3 and 4	Indefinite
INFORMATION TECHNOLOGY						
7	a) Records relating to systems b) Domain Information c) Equipment Details d) Costings of hardware and software	Hard Copy and electronic	CTO	21 Eastwood Office Park, 11B Riley Road, Bedfordview	4	Indefinite
FINANCE AND ACCOUNTING RECORDS						
8	a) Accounting records b) Annual financial statements c) Tax returns d) A list of the company's creditors and debtors e) Invoices f) Salary information g) Banking records h) Bank account details i) Fixed assets register j) Audit reports	Hard Copy a n d electronic	GM	21 Eastwood Office Park, 11B Riley Road, Bedfordview	4	Indefinite
4	Company correspondence	Hard copy a n d electronic	HR	21 Eastwood Office Park, 11B Riley Road, Bedfordview	4	Indefinite
5	Employee Information	Hard copy a n d electronic	HR	21 Eastwood Office Park, 11B Riley Road, Bedfordview	2	Indefinite

The above may not be an exhaustive list inasmuch as the company's operational requirements, strategic planning, legislation, rules and regulations change from time to time.

9. REQUEST PROCEDURES

1. Preliminary:

- 1.1. Records held by Infinity Brands may be accessed by means of properly completed requests and only where the disclosure of information is justified and all other requirements have been met.
- 1.2. Requesters refer to personal and other requesters (third parties).

2. Process:

- 2.1. The requester (whether personal or other) must use the prescribed form to request access to a record. This request form can be submitted in hard copy or electronic form, directly to the Information Officer with details contained therein.
- 2.2. The requester must provide sufficient detail and motivation on the request form to enable the IO or DIO to:
 - 2.2.1. identify the record;
 - 2.2.2. the requester; and
 - 2.2.3. the reason for disclosure.
- 2.3. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and to state the necessary particulars to be so informed.
- 2.4. Specifically, in its request:
 - 2.4.1. The requester must identify the right that is sought to be exercised or to be protected and provide a sufficient detailed explanation of why the requested record is required for the exercise or protection of that right.
 - 2.4.2. Where 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 satisfaction of Infinity Brands, and deliver any further documentation as requested for purposes of identifying the actual requester.
 - 2.4.3. Proof of identity is required to authenticate your identity and the request. The requester will, in addition to this prescribed form, be required to submit

acceptable proof of identity, such as a certified copy of the requester's identity document or other legal forms of identity.

3. Payment of the prescribed fees

3.1. The requester must pay Infinity Brands the prescribed fee for the specific record requested. The prescribed fees are set out in clause 11 below.

4. Timelines for consideration of a request for access

4.1. Requests will be processed within 30 (thirty) days unless the request contains considerations of such a nature that an extension of the time limit is needed.

4.2. The Information Officer will inform the requester of the decision and the fees payable (if applicable).

9. OTHER INFORMATION AS MAY BE PRESCRIBED

9.1. The Minister of Justice and Constitutional Development or The South African Human Rights Commission may, from time to time, make further regulations or amendments in this regard.

10. AVAILABILITY OF MANUAL

1. This Manual is available for scrutiny at the Head Office of Infinity Brands at 21 Eastwood Office Park, 11B Riley Road, Bedfordview.

11. PRESCRIBED FEES

11.1. A requester who seeks to access a record containing personal information about that requester is not required to pay the requester fee. Every other requester, who is not a personal requester, must pay the required request fee:

11.1.1. The IO must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request.

11.1.2. The fee that the requester must pay to Infinity Brands is R50.00 per record. The requester may lodge an application to the court against the tender or payment of the request fee.

11.1.3. After the IO or DIO has made a decision on the request, the requester must be notified in the required form.

11.1.4. 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 subject record for disclosure to the requester.

11.1.5. The fees for accessing records of a private body are:

ITEM	DESCRIPTION	FEE
	Request fee, payable by every requester	R 140.00
	Photocopy or printed black & white copy for every A4 page	R2.00 per page
	Printed copy of A4-size page	R2.00 per page
	For a copy in a computer-readable form on: <ul style="list-style-type: none"> a flash drive (provided by the requester) a compact disc (CD) if the requester provides the CD to us a compact disc (CD) if the we give the CD to the requester 	R 40.00 R 40.00 R 60.00
	For a transcription of visual images, for an A4-size page of part of the page	This service will be outsourced. The fee will depend on the quotation from the service provider
	Copy of a visual image	This service will be outsourced. The fee will depend on the quotation from the service provider
	For a transcription of an audio record, per A4-page	R 26.00
	For a copy of an audio record on a flash drive (provided by the requester)	R 40.00
	For a copy of an audio record on compact disc (CD) if the requester provides the CD to us	R 40.00
	For a copy of an audio record on compact disc (CD) if we give the CD to the requester	R 60.00
	For each hour or part of an hour (excluding the first hour) reasonably required to search for, and prepare the record for disclosure	R 150.00

11.2. If the request for access is refused, the Information Officer shall advise the requester in writing of the refusal, including adequate reasons for the refusal and that the requester may lodge an appeal with a court of competent jurisdiction against the refusal of the request (section 56(3) of PAIA).

11.3. Upon the refusal by the Information Officer, any deposit paid by the requester will be refunded.

11.4. The requester may lodge an appeal with the Information Regulator or where aggrieved by the findings of the Information Regulator, a court of competent jurisdiction against any process set out in this paragraph.

12. INFORMATION OR RECORDS NOT FOUND

- 12.1. If a record cannot be found or if the records do not exist, the Information Officer shall notify the requester (providing full details of steps taken to find the record or determine its existence) that it is not possible to give access to the requested record.
- 12.2. If the record in question should later be found, the requester shall be given access to the record unless access is refused by the Company.

13. GROUNDS OF REFUSAL OF ACCESS

- 13.1. Infinity Brands may refuse to grant access on certain grounds, including the following (Part 3, Chapter 4 of the PAIA):
 - 13.1.1. that the record constitutes privileged information for the purposes of legal proceedings or is subject to professional privilege;
 - 13.1.2. to protect the commercial information or the confidential information of a third party or the Company;
 - 13.1.3. that it is necessary to protect the safety of individuals or property;
 - 13.1.4. that it is necessary to protect the research information of a third party or the Company;
and
 - 13.1.5. that granting access would result in the unreasonable disclosure of personal information about a third party;
 - 13.1.6. on any other ground as set out in PAIA.

REQUEST FOR ACCESS TO RECORD
[Regulation 7]

ANNEXURE A
FORM 2

Requests can be submitted either via post or e-mail: cdo@infinitybrands.co.za and should be addressed to the Information Officer.

Note:

1. The requester must attach proof of identity.

2. If requests are made on behalf of another person, proof of such authorisation must be attached to this form.

To: The Information Officer

21 Eastwood Office Park

11B Riley Road, Bedfordview

Germiston, 2007

cdo@infinitybrands.co.za

Mark with an "X"

☐

The request is made in my own name

☐

The request is made on behalf of another person

A. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- a) *The particulars of the person who requests access to the record must be given below.*
- b) *The address and/or fax number in South Africa to which the information is to be sent, must be given.*
- c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

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

B. PARTICULARS OF PERSON ON WHOSE BEHALF A REQUEST IS MADE

This section must be completed ONLY if a request for information is made on behalf of another person

Full names and surname: _____

Identity number: _____

C. 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.*
- c) *The requester must sign all the additional folios.*

1. Description of record, or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

4. Reason / Motivation for requesting the record / information:

5. Indication of whether the record is required for legal purposes – elaborate:

D. 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 required amount to be paid as the request fee.
- c) The fees 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.
- d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption for payment of fees: _____

E. FORM OF ACCESS TO 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 below, state your disability and indicate in which form the record is required.

Mark the appropriate box with an X.

Disability		Form in which record is required	
NOTES:			
a) Compliance with your request for access in the specified form may depend 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:			
Copy of record		Inspection of record	
2. If a record consists of visual images (including photographs, slides, video recordings, computer-generated images, sketches, etc)			
View the images		Copy of the images	
		Transcript of the images	
3. If record consists of recorded words or information which can be reproduced in sound			
Listen to the soundtrack/ or audio cassette		Transcription of soundtrack* (written or printed document)	
4. If 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 of computer readable form	
<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>					
If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?				YES	NO
5. In which language would you prefer the record?					

F. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified whether your request has been approved/ or denied. If you wish to be informed 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 at _____ this _____ day of _____ 20 _____

Signature of requester/ or person on whose behalf the request is made.

**FORM 1
ANNEXURE B**

**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]**

Requests can be submitted either via post or e-mail: cdo@infinitybrands.co.za and should be addressed to the Information Officer.

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):

E-mail address:

B. DETAILS OF RESPONSIBLE PARTY

Name(s) and surname/ registered name of responsible party (i.e. the name of the company to whom this request is directed):

Residential, postal or business address:

E-mail Address:

C. REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f)

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20__

SIGNATURE OF DATA SUBJECT/DESIGNATED PERSON

**FORM 2
ANNEXURE C**

**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]

Requests can be submitted via post or e-mail: cdo@infinitybrands.co.za and should be addressed to the Information Officer.

Note:

1. Affidavits or other documentary evidence in support of the objection may be attached.
2. If the space provided in this form is inadequate, submit information as an Annexure to this form and sign each page.

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):

E-mail address:

B. DETAILS OF RESPONSIBLE PARTY

Name(s) and surname/ registered name of responsible party (i.e. the name of the company to whom this request is directed):

Residential, postal or business address:

E-mail Address:

C. INFORMATION TO BE CORRECTED/DELETED/DESTRUCTED/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.

(Please provide detailed reasons for the request)

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

e-mail address: _____

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

C. Particulars of requester:

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname: _____

Identity number: _____

D. Decision against which the internal appeal is lodged:

Mark the decision against which the internal appeal is lodged with an X in the appropriate box

	Refusal of request for access.
	Decision regarding fees prescribed in terms of section 22 of the Act.
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act.
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester.
	Decision to grant request for access.

E. Grounds for appeal:

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

State the grounds on which the internal appeal is based _____

State any other information that may be relevant in considering the appeal _____

F. Notice of decision on appeal:

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner: _____

Particulars of manner: _____

Signed at _____ this _____ day of _____ 20 _____

Signature of Appellant

DEFINITIONS

- | | | |
|-----|--------------------|---|
| 1. | “IO” | Information Officer; |
| 2. | “CEO” | Chief Executive Officer |
| 3. | “CTO” | Chief Technology Officer |
| 4. | “DIO” | Deputy Information Officer |
| 5. | “HR” | Human Resources |
| 6. | “Minister” | Minister of Justice and Correctional Services; |
| 7. | “PAIA” | Promotion of Access to Information Act No. 2 of 2000; |
| 8. | “POPIA” | Protection of Personal Information Act No.4 of 2013; |
| 9. | “Regulator” | Information Regulator; and |
| 10. | “Republic” | Republic of South Africa |