

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 please 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 of 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	
Date of birth / ID Number/ Passport Number:	
Residential, postal, or business address:	
Contact number(s):	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTIES
Name(s) and Surname / registered name of data subject:	
ID Number:	
Residential, postal, or business address:	
Contact number(s):	
E-mail address:	

C	INFORMATION TO BE CORRECTED/DELETED/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 REASON FOR DESTROYING 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 request)

Signed at _____ this _____ day of _____ 20_____

Signature of data subject/designated person