

**ANNEXURE A:**

**PERSONAL INFORMATION REQUEST FORM**

**Please submit the completed form to the Information Officer:**

Name

Contact Number

Email Address:

Please be aware that we may require you to provide proof of identification prior to processing your request.  
There may also be a reasonable charge for providing copies of the information requested.

**A. Particulars of Data Subject**

Name & Surname

Identity Number:

Postal Address:

Contact Number:

Email Address:

**B. Request**

I request the organisation to:

(a) Inform me whether it holds any of my personal information

(b) Provide me with a record or description of my personal information

(c) Correct or update my personal information

(d) Destroy or delete a record of my personal information

**C. Instructions**

**D. Signature Page**

Signature

Date