



**UNITED HERZLIA SCHOOLS**  
בתי"ס המאוחדים הרצליה

## United Herzlia Schools PAIA Manual

---

This manual was prepared in accordance with section 51 of the Promotion of Access to Information Act, 2000 and updated to address requirements of the Protection of Personal Information Act, 2013.

This manual applies to

United Herzlia Schools  
PBO 130002292; NPO 019-713-NPO

and

The Herzlia Foundation Trust  
PBO 930038539

(Hereinafter collectively United Herzlia Schools)

## Contents

1. Background to the Promotion of Access to Information Act
  2. United Herzlia Schools and The Herzlia Foundation Trust
  3. Purpose of the PAIA Manual
  4. Contact Details of the Executive Director [Section 51(1)(a)]
  5. The Information Officer [Section 51(1)(b)]
  6. Guide of SA Human Rights Commission [Section 51(1)(b)]
  7. The Latest Notice in Terms of Section 52(2) (if any)[Section 51(1)(c)]
  8. Subjects and Categories of Records Available only on Request to Access in Terms of the Act [Section 51(1)(e)]
  9. Records Available without a Request to Access in terms of the Act
  10. Description of the Records of the Body Which are Available in Accordance with any other Legislation [Section 51(1)(d)]
  11. Detail to Facilitate a Request for Access to a Record of United Herzlia Schools [Section 51(1)(e)]
  12. Refusal of Access to Records
  13. Remedies Available When United Herzlia Schools Refuses a Request
  14. Access to Records Held by United Herzlia Schools
  15. Prescribed Fees [Section 51(1)(f)]
  16. Reproduction Fee
  17. Decision
  18. Protection of Personal Information that is Processed by United Herzlia Schools
  19. Availability and Updating of the PAIA Manual
- Appendix 1: Access Request Form
  - Appendix 2: Part 1 - Purpose of processing of Personal Information
  - Appendix 2: Part 2 - Categories of Data Subjects and Categories of Personal Information
  - Appendix 2: Part 3 - Recipients of Personal Information
  - Appendix 2: Part 4 - Cross border transfers of Personal Information
  - Appendix 2: Part 5 - Description of information security measures
  - Appendix 2: Part 6 - Data Retention Guidelines
  - Appendix 3: Objection to the Processing of Personal Information in terms of Section 11(3) of the Protection of Personal Information Act, 2013
  - Appendix 4: 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

## 1. Background to the Promotion of Access to Information Act

- 1.1. The Promotion of Access to Information Act, No. 2 of 2000 (the “Act”) was enacted on 3 February 2000, giving effect to the constitutional right in terms of section 32 of the Bill of Rights contained in the Constitution of the Republic of South Africa 108 of 1996 (the “Constitution”) of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights.
- 1.2. In terms of section 51 of the Act, all Private Bodies are required to compile an Information Manual (“PAIA Manual”).
- 1.3. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, subject to applicable legislative and / or regulatory requirements, except where the Act expressly provides that the information may be adopted when requesting information from a public or private body.

## 2. United Herzlia Schools and The Herzlia Foundation Trust (collectively referred to as United Herzlia Schools)

- 2.1. United Herzlia Schools is a Jewish Day School in Cape Town which was established in 1940. The School is an open enrolment school that accepts pupils of all denominations. The school is registered as a Public Benefit Organisation PBO (130002292) and as a Non-Profit Organisation (019-713-NPO).

Section 51(1)(a):

Name	United Herzlia Schools
Physical Address:	MH Goldschmidt Avenue, Highlands Estate, Cape Town, 8001
Postal Address:	P.O. Box 3508, Cape Town, 8000
Website:	<a href="http://www.herzlia.com">www.herzlia.com</a>
Contact Person	Andries van Renssen
Telephone Number:	021 286 3460
Email:	<a href="mailto:popihotline@herzlia.com">popihotline@herzlia.com</a>

SCHOOLS: Herzlia High School, Highlands Primary School, Herzlia Weizmann Primary School, Herzlia Alon Ashel Pre-Primary, Kerem Pre-Primary.

- 2.2. The Herzlia Foundation Trust is a registered Trust and Public Benefit Organisation, (PBO 930038539) formed for the sole benefit of its beneficiary, United Herzlia Schools. The Trust is administered by the Management and staff of United Herzlia Schools, who also ensure compliance with all statutory and regulatory matters.
- 2.3. This joint PAIA Manual of United Herzlia Schools and The Herzlia Foundation Trust is available at its premises: MH Goldschmidt Avenue, Highlands Estate, Cape Town, 8001, as well as on its website, [www.herzlia.com](http://www.herzlia.com).

## 3. Purpose of the PAIA Manual

- 3.1. The purpose of PAIA is to promote the right of access to information, to foster a culture of transparency and accountability within United Herzlia Schools by giving the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect their rights. The manual has been updated to include the requirements of the Protection of Information Act No. 2 of 2000.
- 3.2. In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in relation to public and private bodies.
- 3.3. Section 9 of the Act recognises that the right to access information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:
- 3.3.1. Limitations aimed at the reasonable protection of privacy;
- 3.3.2. Commercial confidentiality; and
- 3.3.3. Effective, efficient and good governance;
- and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.
- 3.4. This PAIA Manual complies with the requirements of guide mentioned in section 10 of the Act and recognises that upon commencement of the Protection of Personal Information Act 4 of 2013, that the appointed Information Regulator will be responsible to regulate compliance with the Act and its regulations by private and public bodies.

#### 4. Contact Details of the Executive Director [Section 51(1)(a)]

Executive Director:	Andries Van Renssen
Registered Address:	MH Goldschmidt Avenue, Highlands Estate, Cape Town, 8001
Postal Address:	P.O. Box 3508, Cape Town, 8000
Telephone Number:	+27 21 2863468
Website:	<a href="http://www.herzlia.com">www.herzlia.com</a>

#### 5. The Information Officer [Section 51(1)(b)]

- 5.1. The Act prescribes the appointment of an Information Officer for public bodies where such Information Officer is responsible to, inter alia, assess requests for access to information. The head of a private body fulfils such a function in terms of section 51. United Herzlia Schools has opted to appoint an Information Officer to assess such a request for access to information as well as to oversee its required functions in terms of the Act.

- 5.2. The Information Officer appointed in terms of the PAIA Act also refers to the Information Officer as referred to in the Protection of Personal Information Act 4 of 2013. The Information Officer oversees the functions and responsibilities as required for in terms of both this Act as well as the duties and responsibilities in terms of section 55 of the Protection of Personal Information Act 4 of 2013 after registering with the Information Regulator.
- 5.3. The Information Officer may appoint, where it is deemed necessary, Deputy Information Officers, as allowed in terms of section 17 of the Act as well as section 56 of the Protection of Personal Information Act 4 of 2013. This is in order to render United Herzlia Schools as accessible as reasonably possible for requesters of its records and to ensure fulfilment of its obligations and responsibilities as prescribed in terms of section 55 of the Protection of Personal Information Act 4 of 2013. All requests for information in terms of this Act must be addressed to the Information Officer.

#### Contact Details of the Information Officer

<b>Information Officer:</b>	Andries Van Renssen
<b>Physical Address:</b>	MH Goldschmidt Avenue, Highlands Estate, Cape Town, 8001
<b>Telephone Number:</b>	+27 21 2863468
<b>Email:</b>	<a href="mailto:popihotline@herzlia.com">popihotline@herzlia.com</a>

#### 6. Guide of SA Human Rights Commission [Section 51(1) (b)]

- 6.1. 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, the public body must be acting in the public interest.
- 6.2. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 6.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.
- 6.4. The contact details of the Commission are:

<b>Contact body:</b>	<b>The South African Human Rights Commission</b>
<b>Physical Address:</b>	PAIA Unit  29 Princess of Wales Terrace Corner York and Andrew Streets Parktown
<b>Postal Address:</b>	Private Bag 2700, Houghton 2041
<b>Telephone Number:</b>	+27 11 8773600

E-Mail:	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>
Web Site:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>

7. **The Latest Notice in Terms of Section 52(2) (if any)[Section 51(1)(c)]**

No notice has been published on the categories of records that are automatically available without a person having to request access in terms of Section 52(2) of PAIA.

8. **Subjects and Categories of Records Available only on Request to Access in Terms of the Act [(Section 51(1) (e)]**

8.1. Records held by United Herzlia Schools

For the purposes of this clause 8.1, "Personnel" refers to any person who works for, or provides services to, or on behalf of United Herzlia Schools and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of United Herzlia Schools. This includes, without limitation, directors (executive and non-executive), all permanent, temporary and part-time staff, as well as contract workers and consultants.

This clause serves as a reference to the categories of information that United Herzlia Schools holds. The information is classified and grouped according to records relating to the following subjects and categories:

Subject	Category
Governance and legal records	Constitution of UHS; Trust Deed of The Herzlia Foundation Trust; Property title deeds; Names of Board of Governors, Trustees, Sub -committee members, Task team members, Directors; Policies; Minutes of meetings of the Board of Governors; Minutes of meetings of Committees; Annual General meeting minutes and Special resolutions passed at Annual General meetings; Records relating to the appointment of: Auditors; Leases; Agreements; Contracts with service providers; Registration documents for PBO, NPO, Western Cape Education Department; Legal and statutory records.
Financial Records	Banking Records; Debtors / Creditors statements and invoices; General ledgers and subsidiary ledgers; General account reconciliations; Invoices; Paid Cheques; Policies and procedures; Rental Agreements; Tax Returns.

Income Tax Records	PAYE Records; Documents issued to employees for income tax purposes; Records of payments made to SARS on behalf of employees; All other statutory compliances: VAT; Regional Services; Levies; Skills Development Levies; UIF; Workmen's Compensation.
Personnel Documents And Records	Accident books and records; Address Lists; Disciplinary Code and Records; Employee benefits arrangements rules and records; Pre-Employment data and Employment Contracts; Employment Equity Plan; Forms and Applications; Grievance Procedures; Leave Records; Medical Aid Records; Payroll reports/ Wage register; Pension Fund Records; Safety, Health and Environmental records; Salary Records; SETA records; Registration records for SACE; Standard letters and notices; Training Manuals; Training Records; Workplace and Union agreements and records.
Procurement Department	Standard Terms and Conditions for supply of services and products; Contractor, client and supplier agreements; Lists of suppliers, products, services and distribution; Policies and Procedures.
Admissions Department	Parent and pupil details; Credit application information; Information and records provided by a third party; Financial Assistance forms for Bursary information.
Marketing Department; The Herzlia Foundation Trust	Advertising and promotional material; Stakeholder contact addresses and email addresses of all members of the UHS, Parents, past Parents, Donors, Benefactors, Alumni, Honorary Life members, Trustees, Friends, Donors to The Herzlia Foundation Trust, Communal bodies and leadership, Staff.
Risk Management and Audit	Audit reports; Risk management frameworks; and Risk management plans.

Safety, Health and Environment	Complete Safety, Health and Environment Risk Assessment Environmental Managements Plans, COVID compliance records and reports; Inquiries, inspections, examinations by environmental authorities.
IT Department	Computer / mobile device usage policy documentation; Disaster recovery plans; Hardware asset registers; Information security policies/standards/procedures; Information technology systems and user manuals Information usage policy documentation; Project implementation plans; Software licensing; System documentation and manuals.
Schools	Pupil Enrolment forms; Pupil Records: Emergency Contact details, Permission slips, Pupil Census, Examination results, Assessment data, Educational records, Behavioral records, Health data, Special education needs information, Pictures, Attendance, Pupil work, Child protection files, Administration of Medicine, Accident records; Trip/Excursion Information; Parent details: Email records, Contact details; Staff details including home address, email addresses, nationality; ID numbers, salary information, sex, ethnicity, medical records, religion, telephone numbers, spouse and dependents details, attendance, Pictures, medical history; CCTV footage.

- 8.2. Note that the accessibility of the records may be subject to the grounds of refusal set out in this PAIA manual. Amongst other, records deemed confidential on the part of a third party, will necessitate permission from the third party concerned, in addition to normal requirements, before United Herzlia Schools will consider access.

## 9. Records Available without a Request to Access in terms of the Act

- 9.1. Records of a public nature, typically those disclosed on the United Herzlia Schools website and in its various annual reports, may be accessed without the need to submit a formal application.
- 9.2. Other non-confidential records, such as statutory records maintained, may also be accessed without the need to submit a formal application, however, please note that an appointment to view such records will still have to be made with the Information Officer.

## 10. Description of the Records of the Body which are Available in Accordance with any other Legislation [Section 51(1)(d)]

10.1. Where applicable to its operations, United Herzlia Schools also retains records and documents in terms of the legislation below. Unless disclosure is prohibited in terms of legislation, regulations, contractual agreement or otherwise, records that are required to be made available in terms of these acts shall be made available for inspection by interested parties in terms of the requirements and conditions of the Act; the below mentioned legislation and applicable internal policies and procedures, should such interested parties be entitled to such information. A request to access must be done in accordance with the prescriptions of the Act.

- a. Auditing Professions Act, No 26 of 2005;
- b. Basic Conditions of Employment Act, No 75 of 1997;
- c. Broad- Based Black Economic Empowerment Act, No 75 of 1997;
- d. Business Act, No 71 of 1991;
- e. Companies Act, No 71 of 2008;
- f. Compensation for Occupational Injuries & Diseases Act, 130 of 1993;
- g. Competition Act, No.71 of 2008;
- h. Constitution of the Republic of South Africa 2008;
- i. Copyright Act, No 98 of 1978;
- j. Customs & Excise Act, 91 of 1964;
- k. Electronic Communications Act, No 36 of 2005;
- l. Electronic Communications and Transactions Act, No 25 of 2002;
- m. Employment Equity Act, No 55 of 1998;
- n. Financial Intelligence Centre Act, No 38 of 2001;
- o. Identification Act, No. 68 of 1997;
- p. Income Tax Act, No 58 of 1962;
- q. Intellectual Property Laws Amendment Act, No 38 of 1997;
- r. Labour Relations Act, No 66 of 1995;
- s. Long Term Insurance Act, No 52 of 1998;
- t. Occupational Health & Safety Act, No 85 of 1993;
- u. Pension Funds Act, No 24 of 1956;
- v. Prescription Act, No 68 of 1969;

- w. Prevention of Organised Crime Act, No 121 of 1998;
- x. Promotion of Access to Information Act, No 2 of 2000;
- y. Protection of Personal Information Act, No. 4 of 2013;
- z. Regulation of Interception of Communications and Provision of Communication-Related to the Information Act 70 of 2002.
- aa. Revenue laws Second Amendment Act. No 61 of 2008;
- bb. Skills Development Levies Act No. 9 of 1999;
- cc. Short-term Insurance Act No. 53 of 1998;
- dd. Trust Property Control Act 57 of 1988;
- ee. Unemployment Insurance Contributions Act 4 of 2002;
- ff. Unemployment Insurance Act No. 30 of 1966;
- gg. Value Added Tax Act 89 of 1991.
- hh. Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001);
- ii. South African Schools Act, 1996 (Act No. 84 of 1996);
- jj. General and Further Education and Training Quality Assurance (Act No. 58 of 2000);
- kk. National Qualifications Framework Act, 2008 (Act No. 67 of 2008);
- ll. National Protocol for Assessment Grades R-12, Government Gazette No. 34600 of 12 September 2011
- mm. The Consumer Protection Act No. 68 of 2008.

\* Although we have used our best endeavors to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly. If a Requester believes that a right of access to a record exists in terms of other legislation listed above or any other legislation, the Requester is required to indicate what legislative right the request is based on, to allow the Information Officer the opportunity of considering the request in light thereof.

10.2. It is further recorded that the accessibility of documents and records may be subject to the grounds of refusal set out in this PAIA Manual.

#### **11. Detail to Facilitate a Request for Access to a Record of United Herzlia Schools [Section 51(1) (e)]**

11.1. The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.

- 11.2. The requester must complete the prescribed form enclosed herewith, and submit same as well as payment of a request fee and a deposit (if applicable) to the Information Officer or the Deputy Information Officer at the postal or physical address, fax number or electronic mail address as noted in clause 5 above.
- 11.3. The prescribed form must be filled in with sufficient information to enable the Information Officer to identify:
  - a. the record or records requested;
  - b. the identity of the requester.
- 11.4. The requester should indicate which form of access is required and specify a postal address or fax number of the requester in the Republic;
- 11.5. The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. The requester must clearly specify why the record is necessary to exercise or protect such a right [Section 53(2)(d)].
- 11.6. United Herzlia Schools will process the request within 30 (thirty) days, unless the requester has stated special reasons to the satisfaction of the Information Officer that circumstances dictate that the above time periods not be complied with.
- 11.7. The requester shall be advised whether access is granted or denied in writing. If, in addition, the requester requires the reasons for the decision in any other manner, the requester will be obliged to state which manner and the particulars required.
- 11.8. If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer [Section 53(2)(f)].
- 11.9. If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 11.10. The requester must pay the prescribed fee, before any further processing can take place.
- 11.11. All information as listed in clause 11 herein should be provided and failing which the process will be delayed until the required information is provided. The prescribed time periods will not commence until the requester has furnished all the necessary and required information. The Information Officer shall sever a record, if possible, and grant only access to that portion requested and which is not prohibited from being disclosed.

## 12. Refusal of Access to Records

- 12.1. Grounds to Refuse Access
  - A private body such as United Herzlia Schools is entitled to refuse a request for information.
- 12.1.1. The main grounds for United Herzlia Schools to refuse a request for information relates to the:
  - a. mandatory protection of the privacy of a third party who is a natural person or a deceased person (section 63) or a juristic person, as included in the Protection of Personal Information

Act 4 of 2013, which would involve the unreasonable disclosure of personal information of that natural or juristic person;

- b. mandatory protection of personal information and for disclosure of any personal information to, in addition to any other legislative, regulatory or contractual agreements, comply with the provisions of the Protection of Personal Information Act 4 of 2013;
- c. mandatory protection of the commercial information of a third party (Section 64) if the record contains:
  - i. trade secrets of the third party;
  - ii. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
  - iii. information disclosed in confidence by a third party to United Herzlia Schools, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- d. mandatory protection of confidential information of third parties (Section 65) if it is protected in terms of any agreement;
- e. mandatory protection of the safety of individuals and the protection of property (Section 66);
- f. mandatory protection of records which would be regarded as privileged in legal proceedings (Section 67).

12.1.2. The commercial activities (section 68) of a private body, such as United Herzlia Schools, which may include:

- a. trade secrets of United Herzlia Schools;
- b. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of United Herzlia Schools;
- c. information which, if disclosed could put United Herzlia Schools at disadvantage in negotiations or commercial competition;
- d. a computer program which is owned by United Herzlia Schools, and which is protected by copyright;
- e. the research information (section 69) of United Herzlia Schools or a third party, if its disclosure would disclose the identity of United Herzlia Schools, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

12.1.3. Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

12.1.4. All requests for information will be assessed on their own merits and in accordance with the applicable legal principles and legislation.

12.1.5. If a requested record cannot be found or if the record does not exist, the Information Officer shall, by way of an affidavit or affirmation, notify the requester that it is not possible to give access to the requested record. Such a notice will be regarded as a decision to refuse a request for access to the record concerned for the purpose of the Act. If the record should later be found, the requester shall be given access to the record in the manner stipulated by the requester in the prescribed form, unless the Information Officer refuses access to such record.

### 13. Remedies Available When United Herzlia Schools Refuses a Request

Approved by the UHS Board of Governors: (insert date)

### 13.1. Internal Remedies

United Herzlia Schools does not have internal appeal procedures. The decision made by the Information Officer is final. Requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the Information Officer.

### 13.2. External Remedies

13.2.1. A requester that is dissatisfied with the Information Officer's refusal to disclose information, may within 30 (thirty) days of notification of the decision, may apply to a Court for relief.

13.2.2. A third party dissatisfied with the Information Officer's decision to grant a request for information, may within 30 (thirty) days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status and a Magistrate's Court designated by the Minister of Justice and Constitutional Development and which is presided over by a designated Magistrate.

## 14. Access to Records Held by United Herzlia Schools

### 14.1. Prerequisites for Access by Personal / Personal / Another Requester

14.1.1. Records held by United Herzlia Schools may be accessed by requests only once the prerequisite requirements for access have been met.

14.1.2. A requester is any person making a request for access to a record of United Herzlia Schools. There are two types of requesters:

#### a. Personal Requester

- i. A personal requester is a requester who is seeking access to a record containing personal information about the requester.
- ii. United Herzlia Schools will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

#### b. Another Requester

- i. This requester (other than a personal requester) is entitled to request access to information on third parties.
- ii. In considering such a request, United Herzlia Schools will adhere to the provisions of the Act.

Section 71 requires that the Information Officer take all reasonable steps to inform a third party to whom the requested record relates of the request, informing him/her that he/she may make a written or oral representation to the Information Officer why the request should be refused or, where required, give written consent for the disclosure of the Information.

United Herzlia Schools is not obliged to voluntarily grant access to such records. The requester must fulfil the prerequisite requirements, in accordance with the requirements of the Act and as stipulated in Chapter 5; Part 3, including the payment of a request and access fee.

## 15. Prescribed Fees (Section 51 (1) (f))

## 15.1. Fees Provided by the Act

15.1.1. The Act provides for two types of fees, namely:

- a. A request fee, which is a form of administration fee to be paid by all requesters except personal requesters, before the request is considered and is not refundable; and
- b. An access fee, which is paid by all requesters in the event that a request for access is granted. This fee is inclusive of costs involved by the private body in obtaining and preparing a record for delivery to the requester.

15.1.2. When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee, before further processing of the request [Section 54(1)].

15.1.3. If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

15.1.4. The Information Officer shall withhold a record until the requester has paid the fees as indicated below.

15.1.5. A requester whose request for access to a record has been granted, must pay an access fee that is calculated to include, where applicable, the request fee, the process fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

15.1.6. If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer concerned must repay the deposit to the requester.

## 16. Reproduction Fee

16.1. Where United Herzlia Schools has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

Reproduction of Information Fees	Fees to be Charged
Information in an A-4 size page photocopy or part thereof	R 1,10
A printed copy of an A4-size page or part thereof	R 0,75
A copy in computer-readable format, for example: Compact disc	R 70,00
A transcription of visual images, in an A4-size page or part thereof	R 40,00

Approved by the UHS Board of Governors: (insert date)

A copy of visual images	R 60,00
A transcription of an audio record for an A4-size page or part thereof	R 20,00
A copy of an audio record	R 30,00

## 16.2. Request Fees

16.2.1. Where a requester submits a request for access to information held by an institution on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the institution will further process the request received.

## 16.3. Access Fees

16.3.1. An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of section 54(8).

The applicable access fees which will be payable are:

Access of Information Fees	Fees to be Charged
Information in an A-4 size page photocopy or part thereof	R 1,10
A printed copy of an A4-size page or part thereof	R 0,75
A copy in computer-readable format, for example: Compact disc	R 70,00
A transcription of visual images, in an A4-size page or part thereof	R 40,00
A copy of visual images	R 60,00
A transcription of an audio record for an A4-size page or part thereof	R 20,00
A copy of an audio record *Per hour or part of an hour reasonably required for such search.	R 30,00*

Where a copy of a record needs to be posted the actual postal fee is payable.

## 16.4. Deposits

16.4.1. Where the institution receives a request for access to information held on a person other than the requester himself/herself and the Information Officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

16.4.2. The amount of the deposit is equal to 1/3 (one third) of the amount of the applicable access fee.

#### 16.5. Collection Fees

16.5.1. The initial "request fee" of R50,00 should be deposited into the bank account below and a copy of the deposit slip, application form and other correspondence / documents, forwarded to the Information Officer via email.

16.5.2. The officer will collect the initial "request fee" of applications received directly by the Information Officer via email.

16.5.3. All fees are subject to change as allowed for in the Act and as a consequence such escalations may not always be immediately available at the time of the request being made. Requesters shall be informed of any changes in the fees prior to making a payment.

### 17. Decision

#### 17.1. Time Allowed to Institution

17.1.1. United Herzlia Schools will, within 30 (thirty) days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

17.1.2. The 30 (thirty) day period within which United Herzlia Schools has to decide whether to grant or refuse the request, may be extended for a further period of not more than (30) thirty days if the request is for a large number of information, or the request requires a search for information held at another office of United Herzlia Schools and the information cannot reasonably be obtained within the original 30 (thirty) day period.

17.1.3. United Herzlia Schools will notify the requester in writing should an extension be sought.

### 18. Protection of Personal Information that is Processed by United Herzlia Schools: The Protection of Personal Information Act No. 4 of 2013

18.1. Chapter 3 of POPIA provides for the minimum Conditions for Lawful Processing of Personal Information by a Responsible Party. These conditions may not be deviated from unless specific exclusions apply as outlined in POPIA.

During your interactions with us, it may happen that we need to process some information about you which may constitute personal information for purposes of POPI, which may include accessing it, storing it, merging it with other information, deleting or destroying it, and possibly sharing it with third parties.

In terms of section 18 of POPI we are required to bring to your attention certain matters relating to your personal information, which we set out in this notice document. By interacting with the school and providing your personal information to us, you acknowledge that you have read and understood this notice and have agreed to the contents hereof. You furthermore authorize us to take any of the actions described herein insofar as your personal information, or that of your child, is concerned.

If you are a parent or legal guardian of a learner who is younger than 18, you hereby consent to our processing the Personal Information of your child for the reasons set out in this document. Where we need to process information classified as "special" personal information (e.g. medical information or information relating to children) for any of the reasons specified above, you hereby consent to our processing of such special personal information about your child(ren).

- 18.2. United Herzlia Schools needs Personal Information relating to both individual and juristic persons in order to carry out its business and organisational functions. The manner in which this information is processed and the purpose for which it is processed is determined by United Herzlia Schools. United Herzlia Schools is accordingly a “Responsible Party” for the purposes of POPIA and will ensure that the Personal Information of a Data Subject:
- 18.2.1. is processed lawfully, fairly and transparently. This includes the provision of appropriate information to Data Subjects when their data is collected by United Herzlia Schools, in the form of privacy or data collection notices. United Herzlia Schools must also have a legal basis (for example, consent) to process Personal Information;
  - 18.2.2. is processed only for the purposes for which it was collected;
  - 18.2.3. will not be processed for a secondary purpose unless that processing is compatible with the original purpose;
  - 18.2.4. is adequate, relevant and not excessive for the purposes for which it was collected;
  - 18.2.5. is accurate and kept up to date;
  - 18.2.6. will not be kept for longer than necessary;
  - 18.2.7. is processed in accordance with integrity and confidentiality principles; this includes physical and organisational measures to ensure that Personal Information, in both physical and electronic form, are subject to an appropriate level of security when stored, used and communicated by United Herzlia Schools, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage;
  - 18.2.8. is processed in accordance with the rights of Data Subjects, where applicable. Data Subjects have the right to:
    - a) be notified that their Personal Information is being collected by United Herzlia Schools. The Data Subject also has the right to be notified in the event of a data breach.
    - b) know whether United Herzlia Schools holds Personal Information about them, and to access that information. Any request for information must be handled in accordance with the provisions of this Manual;
    - c) request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;
    - d) object to United Herzlia Schools use of their Personal Information and request the deletion of such Personal Information (deletion would be subject to United Herzlia Schools record keeping requirements);
    - e) object to the processing of Personal Information for purposes of direct marketing by means of unsolicited electronic communications; and
    - f) complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPI and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its personal information.

- 18.3. Purpose of the Processing of Personal Information by The United Herzlia Schools  
As outlined above, Personal Information may only be processed for a specific purpose. The purposes for which United Herzlia Schools processes or will process Personal Information is set out in **Part 1 of Appendix 2**.
- 18.4. Categories of Data Subjects and Personal Information/special Personal Information relating thereto.  
As per section 1 of POPI, a Data Subject may either be a natural or a juristic person. **Part 2 of Appendix 2** sets out the various categories of Data Subjects that United Herzlia Schools Processes Personal Information on and the types of Personal Information relating thereto.
- 18.5. Recipients of Personal Information  
**Part 3 of Appendix 2** outlines the recipients to whom United Herzlia Schools may provide a Data Subjects Personal Information to.
- 18.6. Cross-border flows of Personal Information
- 18.6.1. Section 72 of POPIA provides that Personal Information may only be transferred out of the Republic of South Africa if the:
- a. recipient country can offer such data an “adequate level” of protection. This means that its data privacy laws must be substantially similar to the Conditions for Lawful Processing as contained in POPI; or
  - b. Data Subject consents to the transfer of their Personal Information; or
  - c. transfer is necessary for the performance of a contractual obligation between the Data Subject and the Responsible Party; or
  - d. transfer is necessary for the performance of a contractual obligation between the Responsible Party and a third party, in the interests of the Data Subject; or
  - e. the transfer is for the benefit of the Data Subject, and it is not reasonably practicable to obtain the consent of the Data Subject, and if it were, the Data Subject, would in all likelihood provide such consent.
- 18.6.2. **Part 4 of Appendix 2** sets out the planned cross-border transfers of Personal Information and the condition from above that applies thereto.
- 18.7. Description of information security measures to be implemented by United Herzlia Schools  
**Part 5 of Appendix 2** sets out the types of security measures implemented, and to be implemented by United Herzlia Schools in order to ensure that Personal Information is respected and protected. A preliminary assessment of the suitability of the information security measures implemented or to be implemented by United Herzlia Schools may be conducted in order to ensure that the Personal Information that is processed by United Herzlia Schools is safeguarded and Processed in accordance with the Conditions for Lawful Processing.
- 18.8. Retention of your personal information

In general, we only retain your personal information for the duration of our interactions with you and for a reasonable period thereafter, in order to facilitate further similar interactions. We are, however, in some cases legally required to keep certain information for specific periods of time. Please refer to **Annexure 2 part 6** of this policy for instances where specific retention periods apply.

Information that we retain for marketing or statistical purposes may be retained indefinitely, provided that you have authorised us to use the information for marketing purposes or, in the case of use for statistical purposes, that the information has been anonymized.

- 18.9. Objection to the Processing of Personal Information by a Data Subject  
Section 11 (3) of POPI and regulation 2 of the POPIA Regulations provides that a Data Subject may, at any time object to the Processing of his/her/its Personal Information in the prescribed form attached to this manual as **Appendix 3** subject to exceptions contained in POPIA.
- 18.10. Request for correction or deletion of Personal Information  
Section 24 of POPI and regulation 3 of the POPI Regulations provides that a Data Subject may request for their Personal Information to be corrected/deleted in the prescribed form attached as **Appendix 4** to this Manual

## 19. Availability and Updating of the PAIA Manual

- 19.1. Regulation Number R.187 of 15 February 2002.
- 19.1.1. This PAIA Manual is made available in terms of Regulation Number R.187 of 15 February 2002.
- 19.1.2. United Herzlia Schools will update this PAIA Manual at such intervals as may be deemed necessary.
- 19.1.3. This PAIA Manual of United Herzlia Schools is available to view at its premises and on its website [www.herzlia.com](http://www.herzlia.com).

Appendix I: Access Request Form

Approved by the UHS Board of Governors: (insert date)



J750

REPUBLIC OF SOUTH AFRICA

**FORM A**  
**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**  
(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))  
[Regulation 6]

<b>FOR DEPARTMENTAL USE</b>	
	Reference number: .....
Request received by .....	(state rank, name and surname of information officer/deputy information officer) on .....
at .....	(date)
	(place).
Request fee (if any): R .....	
Deposit (if any): R .....	
Access fee: R .....	
.....	
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

**A. Particulars of public body**

The Information Officer/Deputy Information Officer



**FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

2. Reference number, if available:

3. Any further particulars of record:

**E. 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 amount required to be paid as the request fee.
- (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.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

**F. 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.

Disability: <input style="width: 90%;" type="text"/>	Form in which record is required: <input style="width: 100%; height: 30px;" type="text"/>
Mark the appropriate box with an X.	
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:				
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record	
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):				
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>
			transcription of the images*	

## FORM A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)	<input type="checkbox"/>	<input type="checkbox"/>
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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.		
In which language would you prefer the record? <input type="text"/>		

## G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / 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  year

.....  
SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE

## Appendix 2: Part I - Processing of Personal Information in Accordance with POPI

The proper functioning of the school as an independent school requires us to process certain personal information. This could be for any of the following reasons:

### For data subjects (Parents, pupils):

- a. Performing duties in terms of any agreement;
- b. To provide the educational services, extra-mural activities, accommodation, functions and events, sports and related services forming part of the ordinary course of the operations of an independent school;
- c. To engage with parents of learners currently enrolled at the school, or with prospective parents and their children, or with past learners, in the context of the operations of the school;
- d. Make, or assist in making, credit decisions about data subjects;
- e. Operate and manage data subjects' accounts and manage any application, agreement or correspondence data subjects may have with United Herzlia Schools;
- f. Communicating (including direct marketing) with data subjects by email, SMS, letter, telephone or in any other way about United Herzlia Schools' products and services, unless data subjects indicate otherwise;
- g. To form a view of parents, pupils, donors and alumni as individuals and to identify, develop or improve services or fundraising opportunities, that may be of interest to them;
- h. Carrying out market research, business and statistical analysis;
- i. Performing other administrative and operational purposes;
- j. Recovering any debt consumers may owe the United Herzlia Schools;
- k. Complying with the United Herzlia Schools regulatory and other obligations and to provide legally required academic and statistical information to Government and other relevant oversight bodies;
- l. Any other reasonably required purpose relating to the United Herzlia Schools business such as:
  - To procure services and manage relationships with service providers;
  - Any other reason which is integral to our functioning properly as an independent school.

If requested Personal Information is not provided to us, we may not be able to properly fulfil the above-mentioned functions, which may result in the relevant interaction being interrupted, or the school not engaging in such interaction at all, in the sole discretion of the school. We accept no responsibility for any such interruptions if Personal Information was requested by us but not provided.

**For prospective parents pupils, donors, benefactors, employees and service providers:**

To market the school to the existing school community and to prospective parents and learners.

- a. Verifying and updating information;
- b. Direct marketing; fundraising, recruitment, contracting, securing voluntary services;
- c. Any other reasonably required purpose relating to the processing of a prospect's personal information reasonably related to the United Herzlia Schools' operational needs.

**For employees:**

- a. The same purposes as for data subjects (above);
- b. To provide employment to our employees and to interact with them in the context of the employment relationship;
- c. Verification of applicant employees' information during recruitment process;
- d. General matters relating to employees:
  - i. Pension
  - ii. Medical aid
  - iii. Payroll
  - iv. Disciplinary action
  - v. Training
- e. Any other reasonably required purpose relating to the employment or possible employment relationship.

**For vendors /suppliers /other businesses:**

- a. Verifying information and performing checks;
- b. To procure services and manage relationships with service providers;
- c. Purposes relating to the agreement or business relationship or possible agreement or business relationships between the parties;
- d. Payment of invoices;
- e. Complying with the United Herzlia Schools regulatory and other obligations; and
- f. Any other reasonably required purpose relating to the United Herzlia Schools business.

## Appendix 2: Part 2 - Categories of Data Subjects and Categories of Personal Information relating thereto

We process various types of information relating to various Data Subjects, which will differ depending on your relationship with the school.

### Employees

- a. Name and contact details;
- b. Identity number and identity documents including passports
- c. Employment history and references;
- d. Banking and financial details;
- e. Details of payments to third parties (deductions from salary);
- f. Employment contracts;
- g. Employment equity plans;
- h. Medical aid and medical records;
- i. Pension Fund records;
- j. Remuneration/salary records;
- k. Performance appraisals;
- l. Disciplinary records;
- m. Leave records;
- n. Training records.

### Data subjects and prospective data subjects (which may include employees,)

- a. Postal and/or street address;
- b. title and name;
- c. contact numbers and/or e-mail address;
- d. ethnic group;
- e. employment history;
- f. age;
- g. gender;

Approved by the UHS Board of Governors: (insert date)

- h. marital status;
- i. nationality;
- j. language;
- k. financial information;
- l. identity or passport number;
- m. browsing habits and click patterns on United Herzlia Schools websites.

**Vendors /suppliers /other businesses:**

- a. Name and contact details;
- b. Identity and/or company information and directors' information;
- c. Banking and financial information;
- d. Information about products or services;
- e. Other information not specified, reasonably required to be processed for business operations.

## Appendix 2: Part 3 - Recipients of Personal Information

We may need to share your Personal Information with third parties. In general, this is limited to transmitting or storing such information through, or on, electronic communication and storage infrastructure administered by third party service providers, which is subject to reasonable security safeguards. However, depending on the nature of our interaction with you, we may need to share some of your Personal Information with other third parties. For example, all schools are legally required to submit information about their learners, exam results and similar information to the Government for statistical purposes.

- a. Any firm, organisation or person that the United Herzlia Schools uses to collect payments and recover debts or to provide a service on its behalf;
- b. Any firm, organisation or person that/who provides the United Herzlia Schools with products, services or benefits;
- c. Any payment system the United Herzlia Schools uses;
- d. Regulatory and governmental authorities or ombudsmen, or other authorities, including tax authorities, where United Herzlia Schools has a duty to share information;
- e. Third parties to whom payments are made on behalf of employees;
- f. Financial institutions from whom payments are received on behalf of data subjects;
- g. Any other operator not specified;
- h. Employees, contractors and temporary staff; and
- i. Agents.

## Appendix 2: Part 4 – Cross border transfers of Personal Information

Personal Information may be transmitted transborder to United Herzlia Schools' suppliers in other countries, and Personal Information may be stored in data servers hosted outside South Africa, which may not have adequate data protection laws. United Herzlia Schools will endeavor to ensure that reasonable efforts to secure said data and Personal Information.

We may need to transmit your Personal Information to a location outside of the country, where it may be processed by third parties. This may, for example, happen when we are communicating with you while you are not in the country. It may also happen where our backup infrastructure is located in, or administered from another country. In such cases, the transmission and processing of such information is subject to the provisions of s72 of POPI, meaning that the third party to which we may transmit your information will either be subject to laws, or a contract with us, or corporate binding rules, which requires them to employ the same reasonable safeguards in respect of your Personal Information that we are required to comply with in terms of POPI.

## Appendix 2: Part 5 – Description of information security measures

As required by s19 of POPI, the confidentiality and integrity of any Personal Information processed by us is subject to reasonable technical and organisational safeguards to prevent loss, damage, destruction or unauthorised access, having due regard to generally accepted information security practices and procedures. We will notify you, and the Information Regulator, should we suspect that a data breach has occurred.

United Herzlia Schools undertakes to institute and maintain the data protection measures to accomplish the following objectives outlined below. The details given are to be interpreted as examples of how to achieve an adequate data protection level for each objective. United Herzlia Schools may use alternative measures and adapt to technological security development, as needed, provided that the objectives are achieved.

### 1. Access Control of Persons

United Herzlia Schools shall implement suitable measures in order to prevent unauthorized persons from gaining access to the data processing equipment where the data are processed.

### 2. Data Media Control

United Herzlia Schools undertakes to implement suitable measures to prevent the unauthorized manipulation of media, including reading, copying, alteration or removal of the data media used by United Herzlia Schools and containing personal data of Customers.

### 3. Data Memory Control

United Herzlia Schools undertakes to implement suitable measures to prevent unauthorized input into data memory and the unauthorised reading, alteration or deletion of stored data.

### 4. User Control

United Herzlia Schools shall implement suitable measures to prevent its data processing systems from being used by unauthorised persons by means of data transmission equipment.

### 5. Access Control to Data

United Herzlia Schools represents that the persons entitled to use United Herzlia Schools' data processing system are only able to access the data within the scope and to the extent covered by their respective access permissions (authorisation).

### 6. Transmission Control

United Herzlia Schools shall be obliged to enable the verification and tracing of the locations / destinations to which the personal information is transferred by utilization of United Herzlia Schools' data communication equipment / devices.

### 7. Transport Control

United Herzlia Schools shall implement suitable measures to prevent Personal Information from being read, copied, altered or deleted by unauthorized persons during the transmission thereof or during the transport of the data media.

### 8. Organisation Control

United Herzlia Schools shall maintain its internal organisation in a manner that meets the requirements of this Manual.

We are not liable to you, or any other person, for any harm, loss, damage, destruction or unauthorised access that may occur despite our implementation of such reasonable safeguards.

Approved by the UHS Board of Governors: (insert date)

## Appendix 2: Part 6 – Specific retention periods in respect of certain information

The retention periods for the different record series created and maintained in the course of our school delivering educational services to our pupils. The schedule refers to all information regardless of the media in which it is stored.

Some of the retention periods are governed by statute. Others are guidelines following best practice. Every effort has been made to ensure that these retention periods are compliant with the requirements of the Protection of Personal Information Act 4 of 2013.

Managing records using these retention guidelines will be deemed to be normal processing for all data but if record groupings are to be kept for longer or shorter periods than laid out in this document the reasons for this need to be documented.

Users are urged to notify the Information Officer in the event that data records they use are not currently covered in the guidelines, or need to be amended.

United Herzlia Schools holds and processes personal and special personal data relating to:

Information type	Retention period - The retention dates below will be confirmed in future updates
Information relating to prospective employees	From application date, to the date that a decision is made to hire or not and up to 6 months thereafter.
Employee records	For duration of employment and up to a maximum of 7 years thereafter.
Parent information	For the duration of our contract and up to a maximum of 15 years thereafter unless required for legal purposes
Service provider information	For the duration of our contract and up to a maximum of 12 years thereafter.
Financial information relating to our employees, parents or service providers	To provide employment-related benefits or remuneration to our employees; or to screen potential employees; or to invoice parents for services rendered; to process bursaries; or to pay service providers.
Information about learners	For the duration of their school career and up to 5 years thereafter. Contact information may be kept indefinitely for purposes of Alumni and The Herzlia Foundation trust engagement.
Financial records	As long as required in terms of relevant tax laws, as advised by our accountants.

Every effort needs to be taken to safeguard personal information, especially special personal information which relates to children's information and financial information.

Approved by the UHS Board of Governors: (insert date)





Appendix 4: 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

**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:

1. Affidavits or other documentary evidence in support of the request 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....

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	<b>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)</b>

\* Delete whichever is not applicable

Signed at ..... this ..... day of .....20.....

.....  
Signature of Data subject