

REQUEST FOR ACCESS TO PERSONAL DATA

Note:

- i. Documentary evidence in support of the objection may be required.
- ii. Where the space provided for in this Form is inadequate, submit information as an Annexure
- iii. All fields marked as * are mandatory

A. DETAILS OF THE DATA SUBJECT

(This section is to provide the details of the Data Subject).

Name *:

Identity Number *:

Phone number *:

E-mail address:

(Provide the following details where making a request on behalf of a minor or a person who has no capacity)

Name *:

Relationship with the Data Subject *:

Contact Information *:

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B. DETAILS OF THE PERSONAL DATA REQUESTED

(Describe the personal data requested)

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C. MODE OF ACCESS

I would like to: *(check all that apply)*

☐ Inspect the record

☐ Listen to the record

☐ Have a copy of the record made available to me in the following format:

☐ Photocopy (Please note that copying costs will apply) Number of copies required:

☐ Electronic

☐ Transcript (Please note that transcription charges may apply)

☐ Other (specify)

D. DELIVERY METHOD

☐ Collection in person

☐ By mail (provide address where different / in addition to details provided above)

Town/City:

☐ By e-mail (provide email address where different / in addition to details provided above:

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E. DECLARATION

Note any attempt to access personal data through misrepresentation may result in prosecution.

☐ I certify that the information given in this application is true.

Signature

Date