## ANNEXURE A: PERSONAL INFORMATION REQUEST FORM

### 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. Instructions |
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| D. Signature Page |
|---|
| |
| Signature |
| |
| Date |