

FORM 2

REQUEST: CORRECTION/DESTRUCTION OF PERSONAL INFORMATION

Sections 24(1)(a) and (b) of the Protection of Personal Information Act, 4 of 2013 read with Regulation 3 of the 2018 Regulations

Note:

- 1. This form must be fully completed.
- 2. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
- 3. If the space provided in this form is inadequate, submit information as an Annexure to this form and sign each page.

Mar	k the appropriate box with "	K":					
	Correction of personal information about the data subject which is in possession or under the control of H&I.						
		n of a record of personal information about the data subject which is the control of H&I and who is no longer authorised to retain the record of					
A.	PARTICULARS OF	(THE RESPONSIBLE PARTY)					
	THE RESPONSIBLE PARTY						
	Registered name of Responsible Party						
	Postal address						
	Physical address						
	Telephone number						
	E-mail address						
	Contact person						

B. PARTICULARS OF PERSON REQUESTING THE CORRECTION OR DELETION OF THE PERSONAL INFORMATION

on who is requesting the correction of deletion of the personal below.
mber, and/or email address to which's ne provided.
the request is made (if applicable) must be attached, i.e., Data Subject Subject, duly authorized, requesting on behalf of the Data Subject
N WHOSE BEHALF REQUEST IS MADE ted ONLY if a request for information is made on behalf of another

C.

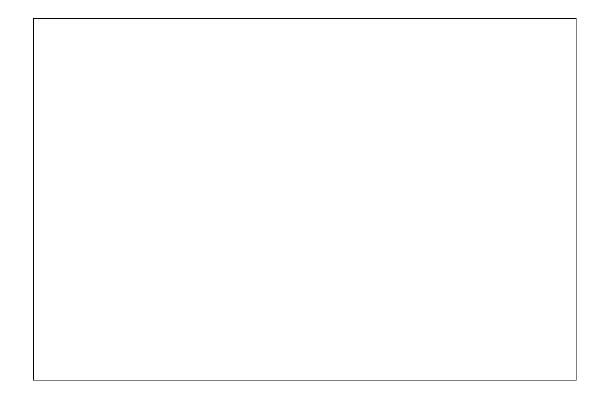
D. PARTICULARS OF PERSONAL INFORMATION PERTINENT TO THE REQUEST FOR CORRECTION OR DELETION

Provide full particulars of the personal information or record in respect of which the request for correction or deletion is made, including any reference number (if that is known to you) to enable the personal information or record to be located.

If the provided space is inadequate, please continue on a separate page and attach it to this form.

The Data Subject/Requester must sign all the additional pages.

Description of Personal Information / Record or Relevant part of the Personal Information Record				
Reference number (if available)				
Any further particulars of record				
Provide detailed reasons for the correction (section 24(1)(a)) or deletion (section 24(1)(b)) of the personal information and/or record. If the provided space is inadequate, please continue on a separate page and attach it to this form. The Data Subject/Requester must sign all the additional pages				



F. FEES

As per Regulation 2: NO charge will be levied by H&I in respect of:

- · Assistance provided to complete this form, and
- The processing of this request.

G. TIME TO PROCESS REQUEST

The time period allowed to process your request will be 30 days.

If any longer time is needed, H&I shall prior to the expiry of the mentioned 30 days notify you of the longer period of time required, which will not exceed 60 days.

H. RESPONSE TO REQUEST

H&I will carefully consider the grounds on which you base your request. In case of H&I agreeing with the grounds of your request, H&I will provide you with an affirmative response including a confirmation that the correction or deletion has been affected (with credible evidence in this regard).

In case of H&I not agreeing with the grounds of your request, H&I shall provide you with a motivated response providing full reasons for its decision.

I. NOTICE OF DECISION REGARDING REQUEST

You will be notified in writing via your chosen communication method whether your request has been approved/ denied within 30 days or such longer such longer period required, which period shall not exceed an additional 60 days. 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 be informed of decision regard request for acc record?	the ling your					
Signed at		this	day of	20		
Printed name of	Data Subject/Reque	Signature of Da	Signature of Data Subject/Requester			
Once completed,	this form should be	submitted via em	nail:			
For Attention:	The Information	Officer				
-mail: informationofficer@hiconstruction.co.za						