

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION

Section 24(1) of the **Protection of Personal Information Act 4 of 2013 (“POPIA”)**, and regulation 3 of **the POPIA Regulations** provides that a Data Subject may, request a responsible party to correct, delete or destroy personal information about a data subject, in its possession or under its control, that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, obtained unlawfully or for which the responsible party is no longer authorised to retain.

A data subject who wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information, must submit such request in the attached Form 2 to Guardrisk. Upon receipt of the form, Guardrisk will investigate the request and will render reasonable assistance as is necessary, free of charge.

The request to object to correct, delete or destroy personal information or records of personal information must be emailed to: POPIARequest@guardrisk.co.za

FORM 2

**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]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request may 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.*
3. *Complete as is applicable.*

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 DATA SUBJECT
Name(s) and Surname/ Registered Name of Data Subject	
Unique Identifier / Identity Number/ Registration number	
Residential, postal or business address	
	Code ()
Contact number (s):	

E-mail address:	
Policy number:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and Surname/ Registered Name of Responsible Party	
Residential, postal or business address:	
	Code ()
Contact number(s):	
E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/DESTRUCTED/DESTROYED
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONLA INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; AND OR REASONS FOR *DESTRUCTION ORE DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 21(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

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Signature of data subject/designated person