



**PROMOTION OF ACCESS TO
INFORMATION MANUAL (PAIA)**



This Policy includes:

- 1. The Promotion of Access to Information Act 2 of 2000 (“PAIA”) Manual; and**
- 2. Protection of Personal Information Act 4 of 2014 (“POPI”) Request Forms and information on the submission of objections to the processing of personal information and requests to delete or destroy personal information or records thereof in terms of the POPI.**

**KFC (PTY) LTD (“KFC”)
INFORMATION MANUAL**

Published in terms of Section 51 of the Promotion of Access to Information Act, 2 of 2000.

Table of contents

1. Introduction
2. Availability of this Manual
3. Particulars in terms of Section 51
4. Records held by KFC
5. Steps to consider before submitting a request
6. How to submit request for access
7. Prescribed fees
8. Considering your request
9. Your remedies

Annexure 1:

Request for access to records of Private Body

Annexure 2:

Fees in respect of Private Bodies

Annexure 3:

Request for deletion or correction

1 INTRODUCTION

This information manual ("Manual") provides an outline of the types of records held by KFC (Propriety) Limited ("KFC") and explains how one may submit requests for access to these records in terms of the Promotion of Access to Information Act, 2 of 2000 ("PAIA").

PAIA gives effect to everyone's Constitutional right of access to information held by private sector bodies (e.g. companies) or public bodies (i.e. Government institutions) that is required for the exercise and/or protection of the requestor's rights.

POPI, on the other hand, gives effect to everyone's Constitutional right to Privacy.

A guide to PAIA (as amended by POPI) will be or has been compiled by the Information Regulator ("Regulator"). Copies of the guide are available from Regulator in the manner prescribed. The Regulator's contact details are set out below:

**JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001
P.O Box 31533, Braamfontein, Johannesburg, 2017**

General enquiries email: inforeq@justice.gov.za.

Website: <https://www.justice.gov.za/inforeq/>

2 AVAILABILITY OF THIS MANUAL

This Manual is published on KFC's website - www.kfc.co.za or can be accessed by requesting a copy by e-mail from KFC's Chief Legal Officer as provided for in paragraph 3 below.

3 PARTICULARS IN TERMS OF SECTION 51

3.1 Contact Details – [Section 51(1)(a)]

3.1.1 The General Manager and Information Officer in terms of PAIA is:

Name: Mr Rudi Van Schoor

Postal Address: KFC (Pty) Ltd
P.O. Box 71105
Bryanston
2021
South Africa

Physical Address: KFC (Pty) Ltd
Building G Knightsbridge
33 Sloane Street
Bryanston
2021
South Africa

E-mail Address: KFCCompliance@yum.com

3.1.2 Deputy Information Officer is:

Name: Simone Forshaw

Postal Address: KFC (Pty) Ltd
P.O. Box 71105
Bryanston
2021

South Africa

Physical Address: KFC (Pty) Ltd
Building G Knightsbridge
33 Sloane Street
Bryanston
2021
South Africa

E-mail Address: KFCCompliance@yum.com

4 RECORDS HELD BY THE KFC

KFC maintains records on the following categories and subject matters. Please however note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be granted. All requests for access will be evaluated on a case-by-case basis in accordance with the provisions of PAIA.

4.1 Records Automatically Available – [see Section 51(1)(c) of PAIA]

Records that are automatically available to the public are all records of KFC lodged in terms of regulatory/legislative requirements with various statutory/regulatory bodies, including the Companies and Intellectual Properties Commission, the Registrar of Deeds and which are open to public scrutiny, all records in the booklets and pamphlets published by KFC for the general public and all records available on KFC's website at: www.kfc.co.za .

4.2 Records available in accordance with South African legislation

KFC has records available in terms of the following legislation:

- 4.2.1 Basic Conditions of Employment Act No. 75 of 1997;
- 4.2.2 Companies Act No 71 of 2008;
- 4.2.3 Compensation for Occupational Injuries and Diseases Act No 130 of 1993;
- 4.2.4 Competition Act No 89 of 1998;
- 4.2.5 Electronic Communications and Transactions Act 25 of 2002;
- 4.2.6 Government Employees Pension Law, 1996;
- 4.2.7 Income Tax Act 58 of 1962;
- 4.2.8 Labour Relations Act 66 of 1995;
- 4.2.9 Occupational Health & Safety Act No 6 of 1983;
- 4.2.10 Promotion of Access to Information Act No 2 of 2000;
- 4.2.11 Protection of Information Act No 84 of 1982;
- 4.2.12 Value Added Tax Act No 89 of 1991; and
- 4.2.13 Consumer Protection Act No 68 of 2008.

4.3 Internal Records

KFC holds records in the following categories:

- 4.3.1 Movable and Immovable Property
 - (i) Records evidencing the land and buildings which are fixed assets;
 - (ii) Lease Agreements;
 - (iii) Hire-purchase Agreements; and
 - (iv) Credit Sale Agreements.
- 4.3.2 Intellectual Property
 - (i) Trade Marks;
 - (ii) Patents;
 - (iii) Copyright;
 - (iv) Designs; and
 - (v) Licences.

- 4.3.3 Insurance
 - (i) Policies;
 - (ii) Insurance investigation reports; and
 - (iii) Insurance claim records.

- 4.3.4 Taxation
 - (i) Income tax returns;
 - (ii) VAT returns;
 - (iii) PAYE returns; and
 - (iv) UIF returns.

- 4.3.5 Human Resources
 - (i) Policies/Standards/Procedures;
 - (ii) Employee information;
 - (iii) Employment agreements;
 - (iv) Forms and applications;
 - (v) Standard letters and notices;
 - (vi) Payroll reports/ Wage register;
 - (vii) Pay slips;
 - (viii) IRP5s;
 - (ix) Leave records

 - (x) Accident books and records;
 - (xi) Employee benefits arrangements rules and records;
 - (xii) Safety, Health and Environmental records;
 - (xiii) Labour dispute records;
 - (xiv) Disciplinary records;
 - (xv) Employment and termination agreements
 - (xvi) Grievance Procedures; and
 - (xvii) Employee training.

- 4.3.6 Finance
 - (i) Audited annual financial statements;
 - (ii) Management accounts;
 - (iii) Banking details and bank accounts;
 - (iv) Debtors/Creditors statements and invoices;
 - (v) General ledgers and subsidiary ledgers;
 - (vi) General ledger reconciliation; and
 - (vii) Policies and Procedures.

- 4.3.7 Procurement
 - (i) Terms and Conditions for supply of services and products;
 - (ii) Contractor, client and supplier agreements; and
 - (iii) Lists of suppliers, products, services and distribution;
 - (iv) Policies and Procedures.

- 4.3.8 Operations
 - (i) Franchisee Agreements;
 - (ii) System Training.

- 4.3.9 Legal and Compliance
 - (i) Agreements/General Contracts;
 - (ii) Permits/licences;
 - (iii) Approvals;
 - (iv) Authorisations;
 - (v) Applications;
 - (vi) Registrations; and
 - (vii) Litigation claims/ Court documents and records.

- 4.3.10 Information security/Information technology
 - (i) System documentation and manuals;
 - (ii) Project, disaster recovery and implementation plans;

- (iii) Information usage policy documentation;
- (iv) Software licensing;
- (v) Hardware asset registers;
- (vi) Disaster recovery plans;
- (vii) Information security policies/standards/procedures; and
- (viii) Computer/mobile device usage policy documentation.

4.3.11 Audit

- (i) Audit reports.

4.3.12 Corporate Records

- (i) Incorporation and reorganisation records (Articles of Incorporation/Memorandum of Association);
- (ii) Combined Company Register;
- (iii) Minutes of Meetings;
- (iv) Statutory Returns;
- (v) Powers of attorney;
- (vi) Delegation of authority;
- (vii) Share Certificates
- (viii) Company registers;
- (ix) Attendance register of director's and manager's meetings;
- (x) Special resolution /Resolutions passed at General and Class meetings; and
- (xi) Register of directors, officers of the company and secretaries thereof which are body corporate;

5 STEPS TO CONSIDER BEFORE SUBMITTING A REQUEST

The following steps must be considered before submitting a request:

5.1 Step 1: Are you entitled to use PAIA to request access?

Please take note of section 7(1) of PAIA which states:

This Act does not apply to a record of a public body or a private body if—

- (a) That record is requested for the purpose of criminal or civil proceedings;
- (b) The record is so requested after the commencement of such criminal or civil proceedings, as the case may be; and
- (c) The production of or access to that record for the purpose referred to in paragraph (a) is provided for in any other law.

If section 7(1) applies, you may not bring a request in terms of this Act. You must use the rules and procedures for discovery of information of the relevant legal forum and proceedings you are involved in. KFC reserves the right to claim all expenses and other damages incurred as a result of a requester submitting a request in contravention of section 7(1).

5.2 Step 2: Does the information requested exist in the form of a record?

Please note that PAIA only applies to records that are in existence at the time of us receiving your request. PAIA does not compel anyone to create a record which is not yet in existence at the time the request is made. For instance, PAIA cannot be used to obtain reasons for a decision taken by KFC if such reasons are not in the form of a record.

5.3 Step 3: Is the record in the possession or under the control of KFC?

PAIA provides that the record requested must be in our possession or under our control. Therefore, even if a record was created by KFC or at some point in KFC's possession (but no longer in KFC's control at the time of your request), you must seek access to the record from the party under whose possession or control it is.

Please consider the steps in paragraph 5 above before submitting your request. Once you are satisfied that none of the foregoing prohibitions apply to you, you may proceed to submit a request as follows:

6.1 Request form

Please complete the request form in Annexure 1 to this Manual (the “Request Form”). You can send the completed request form as is or under cover of a separate letterhead or fax cover.

In the Request Form, you need to provide sufficient information to enable us to adequately identify–

- The record/ records requested;
- The identity of the requester;
- Which form of access is required, if the request is granted; and
- The postal address or fax number of the requester.

6.2 Description of the right

Take care to adequately describe the right which you are seeking to protect or enforce by means of the records requested. Please note that the courts have indicated that access to the records must be necessary for the exercise or protection of the right so stated.

It is important to note that KFC’s Information Officer may refuse you access to the records requested if the right is not clearly defined or where the right you claim to seek to exercise or protect does not qualify as a right as contemplated in PAIA.

6.3 Representatives

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 KFC’s Information Officer.

6.4 Illiteracy or disability

If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

6.5 Prescribed fee

The prescribed access fee, if applicable, as provided for in paragraph 7.2 below must be paid and proof of payment (e.g. copy of deposit slip) must be submitted along with your request.

7 PRESCRIBED FEES

- 7.1 PAIA provides for two types of fees, namely:
- a) A request fee, which will be a standard fee; and
 - b) An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 7.2 The requester, other than a personal requester, must pay the prescribed R50.00 (fifty rand) request fee, before submitting the request and provide a deposit slip as proof of payment which must accompany the Request Form.
- 7.3 If the search for and 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 will request you to pay as a

- 7.4 The Information Officer may withhold a record until the requester has paid the fees as indicated in Annexure 2.
- 7.5 A requester whose request has been granted must pay an access 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.
- 7.6 You may ask for a refund of the deposit if your request for access is refused.

8 REQUIREMENTS PERTAINING TO THE PROCESSING OF PERSONAL INFORMATION

8.1 Purpose of processing

In terms of POPI, data must be processed for a specified purpose. The purpose for which data is processed by KFC will depend on the nature of the data and the particular data subject. This purpose is ordinarily disclosed, explicitly or implicitly, at the time the data is collected.

8.2 Access to personal information

POPI provides that a data subject may, upon proof of identity, request KFC to confirm, free of charge, all the information it holds about the data subject and may request access to such information, including information about the identity of third parties who have or have had access to such information. A data subject that wishes to request access to his personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as Annexure 1.

POPI also provides that where the data subject is required to pay a fee for services provided to him/her, KFC must provide the data subject with a written estimate of the payable amount before providing the service and may require that the data subject pays a deposit for all or part of the fee.

Grounds for refusal of the data subject's request are set out in PAIA and discussed below.

A data subject may request KFC to correct or delete personal information about the data subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully; or destroy or delete a record of personal information about the data subject that KFC is no longer authorised to retain records in terms of POPI's retention and restriction of records provisions. A data subject that wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information must submit a request to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above on the form attached hereto as Annexure 3 or by clicking on this [link](#) and completing the online form.

8.3 Categories of data subjects

KFC holds information and records on the following categories of data subjects:

- Employees / personnel of KFC;
- Clients of KFC;
- Any third party with whom KFC conducts its business services;
- Contractors of KFC;
- Suppliers of KFC; and
- Service providers of KFC.

8.4 The categories of recipients to whom the information is supplied

- Depending on the nature of the data, KFC may supply information or records to the following categories of recipients:
- Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for data;
- Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for data or discovery in terms of the applicable rules (i.e. the Competition Commission in terms of the Competition Act No. 89 of 1998);
- South African Revenue Services, or another similar authority;
- Anyone making a successful application for access in terms of PAIA; and
- Subject to the provisions of POPI and the National Credit Act No. 34 of 2005, KFC may share information about a client's creditworthiness with any credit bureau or credit providers industry association or other association for an industry in which KFC operates.

8.5 Planned transborder flows of information

If a data subject visits KFC's websites from a country other than the country in KFC's servers are located (currently <https://kfc.co.za>), the various communications will necessarily result in the transfer of information across international boundaries.

KFC may need to transfer a data subject's information to other group companies or service providers in countries outside South Africa, in which case KFC will fully comply with applicable data protection legislation. This may happen if KFC's servers or suppliers and service providers are based outside South Africa, or if KFC's services are hosted in systems or servers outside South Africa and/or if a data subject uses KFC's services and products while visiting countries outside this area. These countries may not have data-protection laws which are similar to those of South Africa.

8.6 Security measures implemented to ensure the confidentiality and privacy of the information which is to be processed

KFC is committed to implementing leading data security safeguards.

KFC has specialised security teams who constantly review and improve KFC's measures to protect data subject's personal information from unauthorised access, accidental loss, disclosure or destruction.

If KFC has a contract with another organisation to provide KFC with services or a service on KFC's behalf to process a data subject's personal information, KFC will make sure they have appropriate security measures and only process the information in the way KFC has authorised them to. These organisations will not be entitled to use a data subject's personal information for their own purposes. If necessary, KFC's security teams will check them to make sure they meet the security requirements KFC has set.

Communications over the internet (such as emails) are not secure unless they have been encrypted. A data subject's communications may go through a number of countries before being delivered – as this is the nature of the internet. KFC cannot accept responsibility for any unauthorised access or loss of personal information that is beyond KFC's control.

9 CONSIDERING YOUR REQUEST

- 9.1 Subject to the provisions in PAIA in respect of extension of time periods, KFC will process the request within 30 (thirty) days, unless you have stated "personal requester" which means a requester seeking access to a record containing personal information (as defined in PAIA) and/or any special reasons which would satisfy the Information Officer that circumstances dictate that the above time periods not be complied with.

9.2 You will be informed in writing whether access has been granted or denied.

- 9.3 The main grounds for KFC to refuse a request for information relate to the -
- 9.3.1 Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
 - 9.3.2 Mandatory protection of the commercial information of a third party, if the record contains—
 - a) trade secrets of that third party;
 - b) financial, commercial, scientific or technical information which
 - c) disclosure could likely cause harm to the financial or commercial interests of that third party;
 - d) information disclosed in confidence by a third party to KFC, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
 - 9.3.3 Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
 - 9.3.4 Mandatory protection of the safety of individuals and the protection of property;
 - 9.3.5 Mandatory protection of records which would be regarded as privileged in legal proceedings;
 - 9.3.6 The commercial activities of KFC, which may include –
 - a) trade secrets of KFC;
 - b) financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of KFC;
 - c) information which, if disclosed could put KFC at a disadvantage in negotiations or commercial competition;
 - d) a computer program which is owned by KFC, and which is protected by copyright; and
 - 9.3.7 The research information of KFC or a third party, if its disclosure would disclose the identity of KFC, the researcher or the subject matter of the research and would place the research at a serious Disadvantage.

10 YOUR REMEDIES

KFC does not have internal appeal procedures. As such, the decision made by the Information Officer is final. If your request is denied, you are entitled to apply to a court with appropriate jurisdiction for relief. You may also contact the Regulator.

ANNEXURE 1:

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

This annexure must accompany the cover letter addressed to the relevant Information Officer

A. Particulars of KFC (Propriety) Ltd

The Information Officer

Name: Rudi Van Schoor
Managing Director (KFC South Africa)

Postal Address: KFC (Pty) Ltd
P.O. Box 71105
Bryanston
2021
South Africa

Physical Address: KFC (Pty) Ltd
Building G Knightsbridge
33 Sloane Street
Bryanston
2021
South Africa

E-mail: KFCCompliance@yum.com

Deputy Information Officer is:

Name: Simone Forshaw

Postal Address: KFC (Pty) Ltd
P.O. Box 71105
Bryanston
2021
South Africa

Physical Address: KFC (Pty) Ltd
Building G Knightsbridge
33 Sloane Street
Bryanston
2021
South Africa

E-mail Address: KFCCompliance@yum.com

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

Postal Code: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which the request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed only if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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 hereunder, state your disability and indicate in which form the record is required.

Disability: Form in which record is required:

Form in which record is required

Mark the appropriate box with an X.

NOTES:

- (a) Compliance with your request 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 for 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:
copy of record*
inspection of record

2. If record consists of visual images: this includes photographs, slides, video recordings, computer-generated images, sketches, etc):
 - view the images
 - copy of the images"
 - transcription of images*
3. If record consists of recorded words or information which can be reproduced in sound:
 - listen to the soundtrack
 - audio cassette
 - transcription of soundtrack* written or printed document
4. If record is held on computer or in an electronic or machine-readable form:
 - printed copy of record*
 - printed copy of information derived from the record
 - copy in computer readable form* (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: _____

No: _____

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. 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 _____ 201_

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

FOR KFC INTERNAL USE ONLY

Reference number:

Information Officer:

Request fee (if any): R

Deposit (if any): R

Access fee: R

Signed at _____ this ____ day of _____ 201_

SIGNATURE OF INFORMATION OFFICER (or duly authorised representative)

FEES IN RESPECT OF PRIVATE BODIES

DESCRIPTION

Rand ("R")

- 1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) - for every photocopy of an A4-size page or part thereof.
R 1,10
- 2 The fees for reproduction referred to in regulation 11 (1) are as follows:
 - (a) For every photocopy of an A4-size page or part thereof
R 1,10
 - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form
R 0,75
 - (c) For a copy in a computer-readable form on—
Compact disc: R 70,00
 - (d)(i) For a transcription of visual images, for an A4-size page or part thereof
R 40,00
 - (d)(ii) For a copy of visual images
R 60,00
 - (e)(i) For a transcription of an audio record, for an A4-size page or part thereof
R 100,00
 - (e)(ii) For a copy of an audio record
R30,00
- 3 The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2)
R 50,00
- 4 The access fees payable by a requester referred to in regulation 11 (3) are as follows:
 - 4.1
 - a) For every photocopy of an A4-size page or part thereof
R 1,10
 - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form
R 0,75
 - (c) For a copy in a computer-readable form on—
Compact disc: R 70,00

(d)(i) For a transcription of visual images, for an A4-size page or part thereof

R 40,00

(ii) For a copy of visual images

R 60,00

(e)(i) For a transcription of an audio record, for an A4-size page or part thereof

R 20,00

(e)(ii) For a copy of an audio record

R 30,00

(f) To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.

4.2 For purposes of section 54 (2) of PAIA, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) One third of the access fee is payable as a deposit by the requester.

4.3 The actual postage is payable when a copy of a record must be posted to a requester.

		Bryanston 2021 South Africa
	Physical Address:	KFC (Pty) Ltd Building G Knightsbridge
		33 Sloane Street Bryanston 2021 South Africa
Contact number(s):	011 790 9000	
Fax number/ E-mail address:	E-mail:	KFCCompliance@yum.com
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED	
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL 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 OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(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.....

.....
Signature of data subject/ designated person