



**KENTUCKY FRIED CHICKEN SOCIAL RESPONSIBILITY
TRUST FUND**

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

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

This Manual includes:

The Promotion of Access to Information Act 2 of 2000 (“PAIA”) Manual; and

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.

Table of contents

1. Introduction
2. Availability of this Manual
3. Guide on how to use PAIA and how to obtain access to the guide
4. Key contact details for access to information of the KFC Trust
5. Categories of records which are available without a person having to request access
6. Description of the records of which are available in accordance with any other legislation
7. Description of the subjects on which the KFC Trust holds records and categories of records held on each subject
8. Processing of personal information
9. Request for access to information

Annexure A: Request for a copy of the guide

Annexure B: Request for access to information

Annexure C: Outcome of request and fees payable

Annexure D: Request for correction of deletion of personal information or destroying or deletion of record of personal information

Annexure E: Objection to the processing of personal information

1. INTRODUCTION

This information manual (“Manual”) provides an outline of the types of records held by the Kentucky Fried Chicken Social Responsibility Trust Fund (“The KFC Trust”) 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.

The Protection of Personal Information Act 4 of 2013 (“POPIA”), on the other hand, gives effect to everyone’s Constitutional right to Privacy.

2. AVAILABILITY OF THIS MANUAL

2.1. A copy of this Manual is available-

2.1.1. At www.kfc.co.za .

2.1.2. At the head office of KFC for public inspection during normal business hours;

2.1.3. To any person upon request and upon the payment of a reasonable prescribed fee by requesting a copy by e-mail from KFC’s Information Officer as provided for in paragraph 4 below.

2.1.4. to the Information Regulator upon request.

2.2. A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

3. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE

3.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated, and made available the revised Guide on how to use PAIA (“Guide”), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

3.2. The Guide is available in each of the official languages and in braille.

3.3. The aforesaid Guide contains the description of-

3.3.1. the objects of PAIA and POPIA;

- 3.3.2. the postal and street address, phone, and fax number and, if available, electronic mail address of:
 - 3.3.2.1. the Information Officer of every public body, and
 - 3.3.2.2. every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;
 - 3.3.3. the manner and form of a request for-
 - 3.3.3.1. access to a record of a public body contemplated in section 11; and
 - 3.3.3.2. access to a record of a private body contemplated in section 50.
 - 3.3.4. the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
 - 3.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;
 - 3.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
 - 3.3.6.1. an internal appeal;
 - 3.3.6.2. a complaint to the Regulator; and
 - 3.3.6.3. an application with a court against a decision by the Information Officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
 - 3.3.7. the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
 - 3.3.8. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
 - 3.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
 - 3.3.10. the regulations made in terms of section 92.
- 3.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

3.5. The Guide can also be obtained-

3.5.1. upon request to the Information Officer using [Annexure A](#);

3.5.2. from the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

3.6. A copy of the Guide is also available in the following official languages, for public inspection during normal office hours-

3.6.1. ENGLISH

3.6.2. ISIZULU

4. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE KFC TRUST

4.1. A Trustee and Information Officer in terms of PAIA is:

Designated Officer: Mr Dhruv Kaul

Email: AddHopeCompliance@yum.com

Telephone: 087 159 3679

Postal Address: Kentucky Fried Chicken Social Responsibility Trust Fund

P.O. Box 71105

Bryanston

2021

South Africa

Physical Address: Kentucky Fried Chicken Social Responsibility Trust Fund

Building G Knightsbridge

33 Sloane Street

Bryanston

2021

South Africa

4.2. **Deputy Information Officer:**

Designated Officer: Andra Ferreira Nel

Email: AddHopeCompliance@yum.com

Tel: 087 159 3679

Postal Address: KFC (Pty) Ltd

PO Box 71105

Bryanston

2021

South Africa

Physical Address: KFC (Pty) Ltd

Building G Knightsbridge

33 Sloane Street

Bryanston

South Africa

4.3. **National or Head Office:**

Postal Address: **KFC (Pty) Ltd**

PO Box 71105

Bryanston

2021

South Africa

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

Telephone: 086 100 222

Email: AddHopeCompliance@yum.com

Website: www.kfc.co.za

5. CATEGORIES OF RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

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

6. DESCRIPTION OF THE RECORDS OF WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

6.1. The KFC Trust 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.

Applicable Legislation	Category of Records
Basic Conditions of Employment Act. No 75 of 1997 Income Tax Act 58 of 1962 Labour Relations Act 66 of 1995 Unemployment Insurance Contributions Act 63 of 2001 Income Tax Act 95 of 1967	Employment, Salary and unemployment insurance claims related records.

Compensation for Occupational Injuries and Diseases Act No 130 of 1993	Occupational Accident-related records
Competition Act No 89 of 1998	Competition related records
Electronic Communications and Transactions Act 25 of 2002	Electronic data, communication and web related records.
Deeds Registry Act 47 of 1937	Property and deeds related records.
Occupational Health & Safety Act No 6 of 1983	Safety, Health and Environment records
Promotion of Access to Information Act No 2 of 2000	Manual and Guides.
Protection of Personal Information Act, No. 4 of 2013	Policies and procedures, Forms and other related records.
Value Added Tax Act No 89 of 1991	Tax records.
Consumer Protection Act No 68 of 2008	Terms and conditions and consumer protection related agreements.
Trust Property Control Act, No. 57 of 1988.	Trust Related records.

7. DESCRIPTION OF THE SUBJECTS ON WHICH THE KFC TRUST HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

Subjects on which the body holds records	Categories of records
Taxation	VAT returns
Finance	Audited annual financial statements Management accounts Banking details and bank accounts Debtors/Creditors statements and invoices General ledgers and subsidiary ledgers General ledger reconciliation Policies and procedures
Procurement	Terms and conditions for the supply of services and products Contractor, beneficiary and supplier agreements List of suppliers, products, services and distribution Policies and procedures
Operations	Donation Agreements Beneficiary information Founding documents Policies and Manuals

Subjects on which the body holds records	Categories of records
Legal and Compliance	Agreements/General Contracts Permits/licenses Approvals Authorizations Applications Registrations Litigation claims/ Court documents and records.
Information Security/Information Technology	System documentation and manuals Project, disaster recovery and implementation plans Information usage policy documentation Software licensing Information security policies/standards/procedures.
Audit	Audit reports
Corporate Records	Incorporation and reorganization records (Trust Deed) Letters of Authority Minutes of meetings Statutory returns Powers of attorney Delegation of authority Attendance register of trustees' and managers' meetings Special resolutions/Resolutions passed at Trustees' meetings.

8. PROCESSING OF PERSONAL INFORMATION

8.1. Purpose of Processing Personal Information

In terms of POPIA, data must be processed for a specified purpose. The purpose for which data is processed by The KFC Trust 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. Description of the categories of Data Subjects and of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information that may be processed
Employees and Trustees	Contact details, employment records, curriculum vitae records, qualification records, salary records, identity numbers and documents, addresses
Beneficiaries	Names, contact details, addresses, Organizational overview and founding documents, Staff overview, Senior Management Staff names and position, organizations' details of meals provided, Financials, Costs, Beneficiary overview, references and testimonials, reports, applications and renewals.
Minors who receive benefits from the Beneficiaries of the KFC Trust	Full Names, gender, demographics, age, BMI information and which schools they attend.
Third parties with whom the KFC Trust conducts its business services	Contact details, agreements, addresses and related information.
Contractors	Contact details, agreements, addresses and related information.
Suppliers	Contact details, agreements, addresses and related information.
Service Providers	Contact details, agreements, addresses and related information.

8.3. The recipients or categories of recipients to whom the personal information may be supplied

Depending on the nature of the data, the KFC Trust may supply information or records to the following categories of recipients:

- 8.3.1. Statutory oversight bodies, regulators or judicial commissions of enquiry making a request for data;
- 8.3.2. 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);
- 8.3.3. South African Revenue Services, or another similar authority;
- 8.3.4. Anyone making a successful application for access in terms of PAIA;
- 8.3.5. Suppliers;
- 8.3.6. Employees;
- 8.3.7. Beneficiaries;

8.3.8. Contractors;

8.3.9. Service Providers.

8.4. Planned transborder flows of personal information

8.4.1. The KFC Trust makes use of the KFC website (<https://order.kfc.co.za/addhope>).

8.4.2. 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.

8.4.3. KFC and / or the KFC Trust 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 and / or the KFC Trust will fully comply with applicable data protection legislation. This may happen if KFC's and / or the KFC Trust'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 and / or the KFC Trust'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.

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

8.5.1. The KFC Trust is committed to implementing leading data security safeguards.

8.5.2. The KFC Trust has specialized security teams who constantly review and improve the KFC Trust's measures to protect data subject's personal information from unauthorized access, accidental loss, disclosure or destruction.

8.5.3. If the KFC Trust may contract with service providers to process data on the KFC's Trust's behalf.

8.5.4. In these instances, the KFC Trust will ensure that the service providers have appropriate security measures and that the service providers will only process the information in the way the KFC Trust has authorised them to.

8.5.5. These organizations will not be entitled to use a data subject's personal information for their own purposes. If necessary, the KFC Trust 's security teams will check them to make sure they meet the security requirements the KFC Trust has set.

8.5.6. 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. The KFC Trust cannot accept responsibility for any unauthorized access or loss of personal information that is beyond the KFC Trust.

9. REQUEST FOR ACCESS TO INFORMATION

Steps to consider before making a request

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

Section 7(1) of the Act provides that the act does not apply to a record of a public or private body if that record:

- (a) Is requested for the purpose of criminal or civil proceedings
- (b) 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 purposes 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. The KFC Trust 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).

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 the KFC Trust if such reasons are not in the form of a record.

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 the KFC Trust or at some point in the KFC Trust 's possession (but no longer in the KFC Trust'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.

9.1. How to submit a request for access

Please consider the steps in paragraph 9 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:

9.2. Request form

- 9.2.1. Please complete the request form in [Annexure A](#) to this Manual (the “Request Form”). You can send the completed request form via email or by hand.
- 9.2.2. The requester must pay the prescribed R140.00 request fee, before submitting the request and provide a deposit slip as proof of payment which must accompany the Request Form.
- 9.2.3. In the Request Form, you need to provide sufficient information to enable us to adequately identify–
 - 9.2.3.1. The record/ records requested;
 - 9.2.3.2. The identity of the requester;
 - 9.2.3.3. Which form of access is required, if the request is granted; and
 - 9.2.3.4. The postal address or fax number of the requester.
 - 9.2.3.5. The identity of the right of the requester which must include an explanation of why the requested record is required for the exercise or protection of that right.
 - 9.2.3.6. If, in an addition to a written reply, the requestor wishes to be informed of the decision on the request in any other manner, that manner and the necessary particulars to be so informed.

9.3. Description of the right

- 9.3.1. 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.
- 9.3.2. It is important to note that the KFC Trust ‘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.

9.4. Representatives

9.4.1. 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 the KFC Trust 's Information Officer.

9.5. Illiteracy or disability

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

9.6. Outcome of Request and Fees payable

9.6.1. The KFC Trust's Information Officer will, if a request for access to a record is granted or refused, inform the requestor of his or her decision and the fees payable on the prescribed form.

9.6.2. A person who requests either a copy of an automatically available record referred to in paragraph 5 above or any other record will be charged the fee for reproduction and postage prescribed in the table below, if the request is granted.

9.6.3. If the search for the record in which a request for access has been made and the preparation of the record for disclosure, including any of the arrangements of inspection a copy of a written or printed form or a recording of a record by sound, would in the opinion of the KFC Trust' Information Officer require more than 6 hours the Information Officer will, on the prescribed form, require the requester, to pay as a deposit, one third of the fees which would be payable if the request is granted (Calculated at one third of the amount per requested in terms of items 2 to 8 below).

9.6.4. A requester whose request has been granted will pay for the fees which be calculated by using the table below.

9.6.5. You may ask for a refund of the deposit if your request for access is refused.

Item	Description	Amount
1.	The Request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.

4.	For a copy in a computer readable form	R40.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	Service to be outsourced. Will depend on quotation from Service provider.
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record	R40.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R145.00 R435.00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, email or any other electronic transfer	Actual Expense, if any.

9.7. Considering your request

9.7.1. Subject to the provisions in PAIA in respect of extension of time periods, the KFC Trust 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 KFC Trust’s Information Officer that circumstances dictate that the above time periods not be complied with.

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

9.7.3. The main grounds for the KFC Trust to refuse a request for information relate to the –

9.7.3.1. 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;

- 9.7.3.2. Mandatory protection of the commercial information of a third party, if the record contains–
 - 9.7.3.2.1. trade secrets of that third party;
 - 9.7.3.2.2. financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 9.7.3.2.3. information disclosed in confidence by a third party to the KFC Trust, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- 9.7.3.3. Mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 9.7.3.4. Mandatory protection of the safety of individuals and the protection of property;
- 9.7.3.5. Mandatory protection of records which would be regarded as privileged in legal proceedings;
- 9.7.3.6. The research information of the KFC Trust or a third party, if its disclosure would disclose the identity of the KFC Trust, the researcher or the subject matter of the research and would place the research at a serious Disadvantage.

9.8. YOUR REMEDIES

- 9.8.1. The KFC Trust 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 A
REQUEST FOR A COPY OF THE GUIDE**

PART A: PARTICULARS OF KFC (PTY) LTD

The Information Officer:	
Designated Officer	Mr. Dhruv Kaul
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
Email:	AddHopeCompliance@yum.com
The Deputy Information Officer:	
Designated Officer	Mrs Andra Ferreira Nel
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
Email:	KFCCompliance@yum.com

I,

Full names:			
In my capacity as: (Mark with X_)	Information Officer		Other
Name of *public/private body (if applicable)			
Postal Address:			
Street Address:			
Email Address:			
Facsimilie:			
Contact Number:	Tel:		Cellular

Language (mark with "X")	No. of Copies	Language (mark with "X")	No of Copies
Sepedi		Sesotho	
Setswana		siSwati	
Tshivenda		Xitsonga	
Afrikaans		English	
isiNdebele		isiXhosa	
isiZulu			

Manner of collection (mark with "x"):

Personal Collection	Postal Address	Facsimile	Electronic Communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

 Signature of Requester /
 Person on whose behalf request is made
 * Delete whichever is not applicable

**Annexure B
REQUEST FOR ACCESS TO RECORD**

PART A: PARTICULARS OF KFC (PTY) LTD

The Information Officer:	
Designated Officer	Mr. Druv Kaul
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
Email:	AddHopeCompliance@yum.com
The Deputy Information Officer:	
Designated Officer	Mrs. Andra Ferreira Nel
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
Email:	AddHopeCompliance@yum.com

PART B: PERSONAL INFORMATION

Full Names			
Identity Number			
Capacity in which request is made (when made on behalf of another)			
Full Names of person for whom request is made			
Identity number of person for whom request is made			
Postal Address			
Street Address			
Email Address			
Contact Numbers:	Tel:	Fax:	

	Cellular:
PARTICULARS OF RECORD REQUESTED	
<i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>	
Description of record or relevant part of the record:	
Reference number, if available:	
Any further particulars of record:	
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS	

<i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on a computer readable form <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language: <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected:	

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

FEES	
<p>a) <i>A request fee must be paid before the request will be considered.</i></p> <p>b) <i>You will be notified of the amount of the access fee to be paid.</i></p> <p>c) <i>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.</i></p> <p>d) <i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i></p>	

Reason:	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal Address:	Facsimile	Electronic Communication (Please specify)

Signed at _____ this _____ day of _____ 20_____

 Signature of Requester /
 Person on whose behalf request is made

FOR OFFICIAL USE	
Reference Number:	
Request received by:	
Date received:	
Access fees:	
Deposit:	

Annexure C
OUTCOME OF REQUEST AND OF FEES PAYABLE

Note:

1. If your request is granted the:
 - 1.1. Amount of the deposit, if any, is payable before your request is processed; and
 - 1.2. Requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence:

Reference number: _____

To:[Requester's name].

1. Your request dated _____ refers.

1. You requested:	
Personal inspection of information at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	

Or

2. You requested:	
Printed copies of the information (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	

Copy of information on a computer readable format <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	
3. To be submitted:	
Postal services to postal address	
Postal services to street address Courier service to street address	
E-mail of information <i>(including soundtracks if possible)</i>	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
Cloud share/file transfer	
Copy of record saved on cloud storage server	
Preferred language: <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	
Kindly note that your request has been:	
Approved	
Denied, for the following reasons:	

4. Fees payable with regards to your request			
ITEM	Cost Per A4 size page or part thereof/item	Number of Pages/Items	Total
Photocopy			
Printed Copy			
For a copy in a computer readable form	R40.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record	R40.00		
Postage, email or any other electronic transfer:	Actual costs		
Total:			

5. Deposit payable			
Yes		No	
Hours of Search:		Amount of deposit (Calculated on one third of total amount per request:	

The amount must be paid into the following bank account:	
Name of Bank:	
Name of Account holder:	
Type of account:	
Account Number:	
Branch Code:	
Reference Number:	
Submit proof of payment to:	

Signed at _____ this ____ day of _____ 20 _____

Information Officer/
Deputy Information Officer

ANNEXURE D:

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, 2018

[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 THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	Particulars of THE KFC TRUST The Information Officer Name: Mr Dhruv Kaul Trustee The Deputy Information Officer Name: Mrs Andra Ferreira Nel CSI Manager

Residential, postal or business address:	Postal Address: THE KFC TRUST P.O. Box 71105 Bryanston 2021 South Africa Physical Address: THE KFC TRUST Building G Knightsbridge 33 Sloane Street Bryanston 2021 South Africa
Contact number(s):	011 790 9000
Fax number/ E-mail address:	E-mail: AddHopeCompliance@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

Annexure E

OBJECTION OF THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018 [REGULATON 2]

Note:

1. Affidavit or other documentary evidence as applicable in support of the objection 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.

A	DETAILS OF DATA SUBJECT
Name (s) and surname / registered name of data subject:	
Unique identifier / identity number:	
Residential, postal, or business address:	
	Code ()
Contact number	
Fax number/ email address:	
	DETAILS OF RESPONSIBLE PARTY
B	
Name(s) and surname / registered name of responsible party:	
Residential, postal, or business address:	
	Code()
Contact number(s):	

Fax number or email address:	
	REASON FOR OBJECTION IN TERMS OF SECTION 11 (1)(d) TO (f)
	(Please provide detail reasons for the objection)