

PAIA MANUAL

Published in terms of Section 14 of the
**PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000
(PAIA)**
as amended by the
**PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013
(POPIA)**

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Title: PAIA Manual			
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Revision:	A	Approved by	P. Ramela
Effective Date:	2024-03-15	Approved by Quality Representative:	B. Nortman

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1. INTRODUCTION

Lodox Systems (Pty) Ltd was founded in November 2002. Lodox was established with a focus on developing, manufacturing, and selling a unique full-body, low-dose, digital X-ray system utilizing the linear slot scanning radiography (LSSR) technique. The origins of the technology can be traced to low-dose security scanning for the diamond-mine sector.

PAIA strives to implement the constitutional entitlement to access information held by the State or any other entity necessary for the exercise or protection of rights. It mandates the Information Regulator, established under POPIA, to wield specific powers and fulfill designated duties and functions according to PAIA, along with addressing related matters.

POPIA is intended to enhance the safeguarding of personal information handled by both public and private entities. It sets out basic criteria for processing personal information, safeguards the rights of individuals concerning unwanted electronic communications and automated decision-making, and oversees the transfer of personal information beyond the Republic of South Africa's borders.

Lodox Systems PAIA Manual ("the Manual") regulates access to records owned, held by or under the control of Lodox Systems, and the release of any such records by any of Lodox employees, directors or anyone acting on its behalf. This is a summary and should be consulted alongside PAIA and POPIA.

Copies of the manual can be obtained from the Information Officer or the Lodox Systems website.

2. ABBREVIATIONS & DEFINITIONS

Term	Description
Abbreviation	
CEO	Chief Executive Office
PAIA	Promotion of Access to Information Act No. 2 of 2000 (as Amended).
POPIA	Protection of Personal Information Act No. 4 of 2013.
Republic	Republic of South Africa.
Definition	
Personal Information	Information relating to an identifiable, living, natural person and, where it is applicable, an identifiable, existing juristic person, but excludes information about an individual who has been dead for more than 20 years.
Record	Any recorded information, regardless of form or medium, in the possession or under the control the responsible party.
Responsible Party	Lodox Systems Pty (Ltd), which is the party that processes personal information, determines the purpose for which the personal information is needed and can even outsource a part or all the processing of the personal information to a third party.
Processing	Any operation or activity concerning personal information, including the collection, receipt, recording, organisation, collation, storage, updating, retrieval, alteration, dissemination, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure or destruction of information.
Information Regulator	Information Regulator established in terms of section 39 of POPIA.

3. APPLICABLE DOCUMENTS & REFERNCES

Document number	Description of document
External Documents	
ACT 2 OF 2000	Promotion of Access to Information
ACT 4 OF 2013	Promotion of Access to Information
Refer to Register REG-10-0003 for current revisions of the External documents.	
Internal Documents	
POL-05-0028	Lodox Data and Protection of Personal Information Policy
Refer to Register REG-00-0000 for current revisions of the Internal documents.	

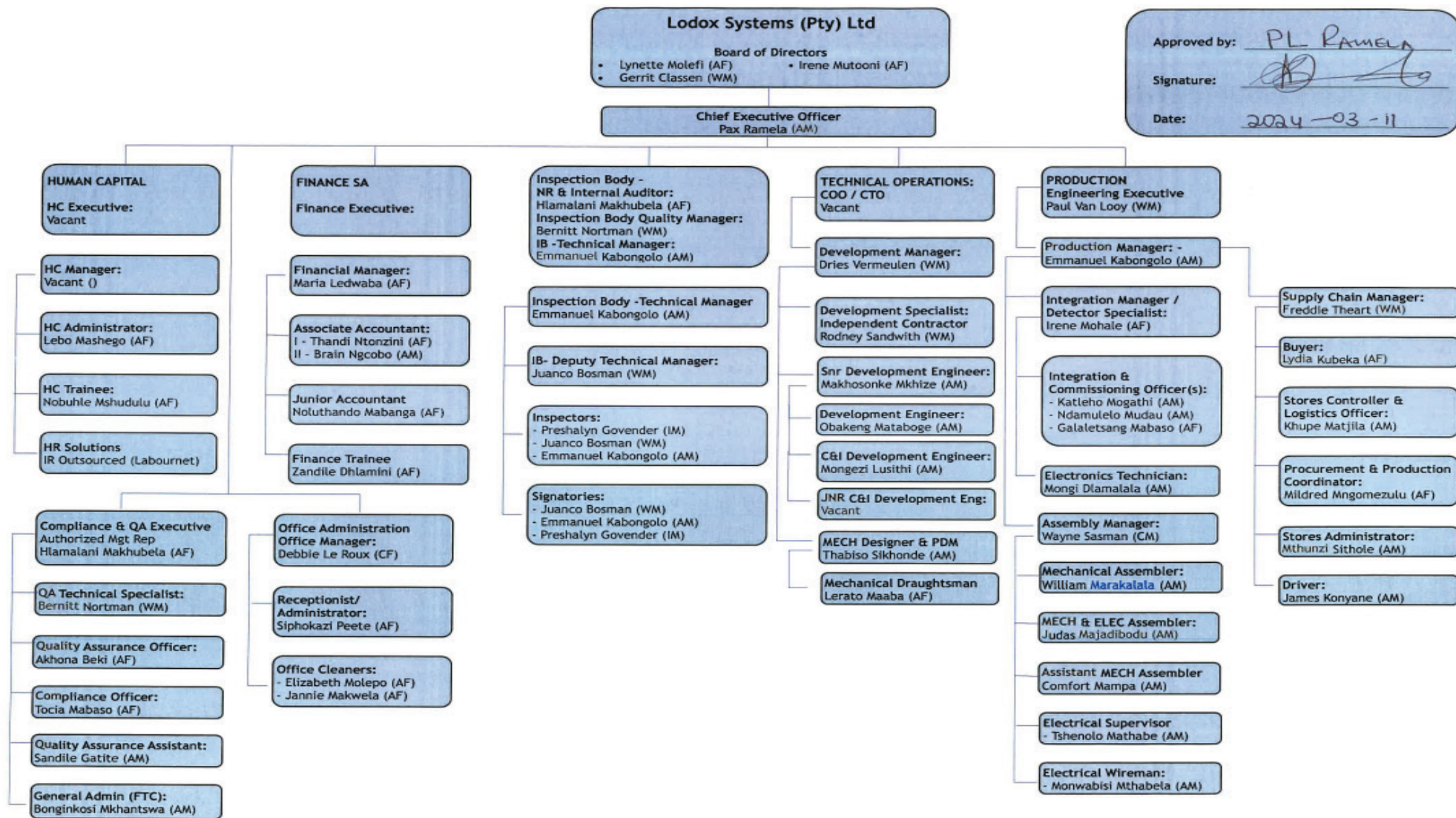
4. LODOX SYSTEMS PARTICULARS

4.1. *STRUCTURE AND FUNCTIONS - [PAIA Section 14(1) (a)(i)]*

4.1.1 Structure

Lodox Systems structure consists of a Board of Directors, the Chief Executive Officer (CEO) and 15 divisions, each headed by a Divisional Executive reporting to the CEO. The diagram below demonstrates the Lodox Systems structure.

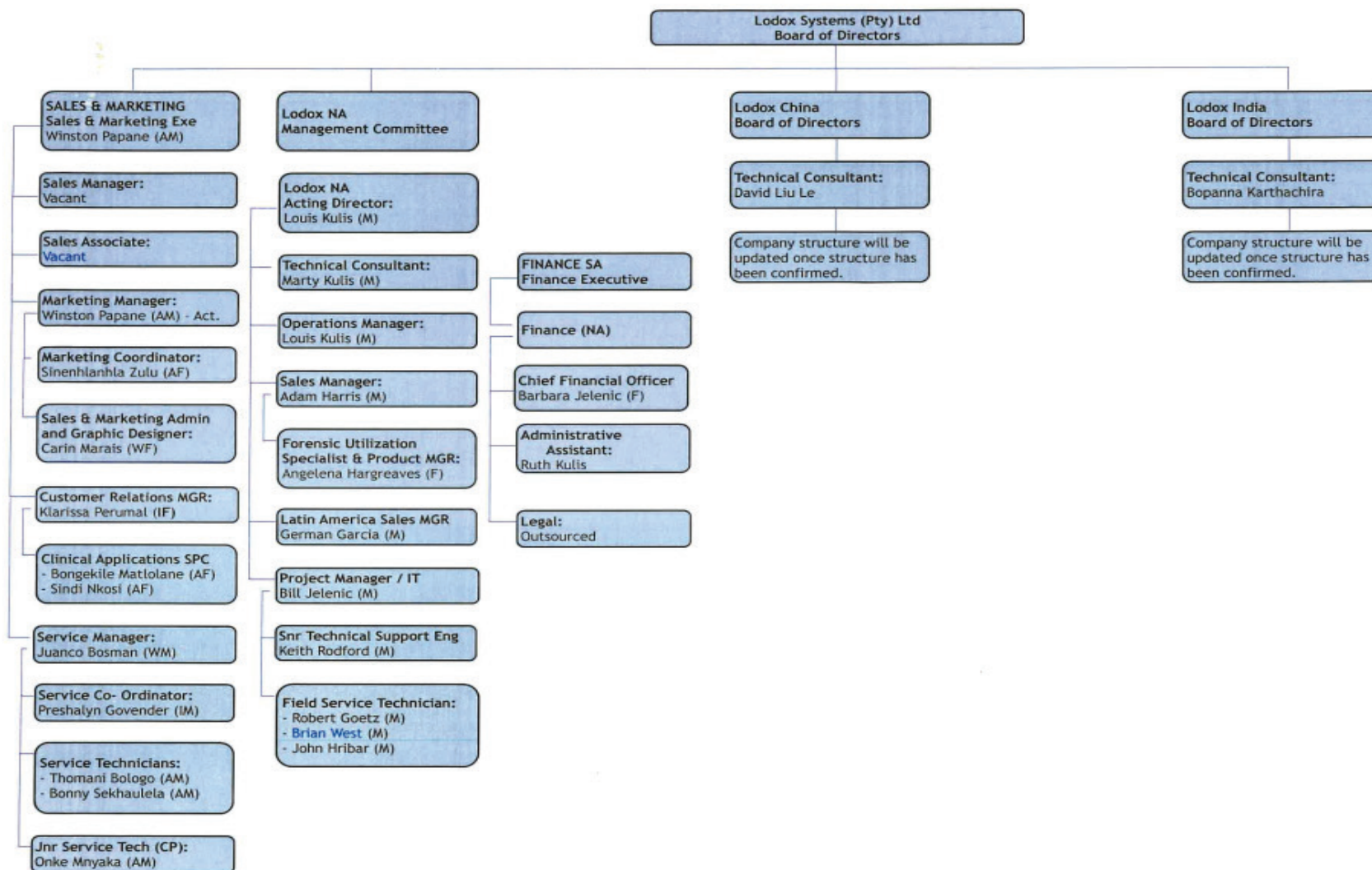
4.1.2 Organogram

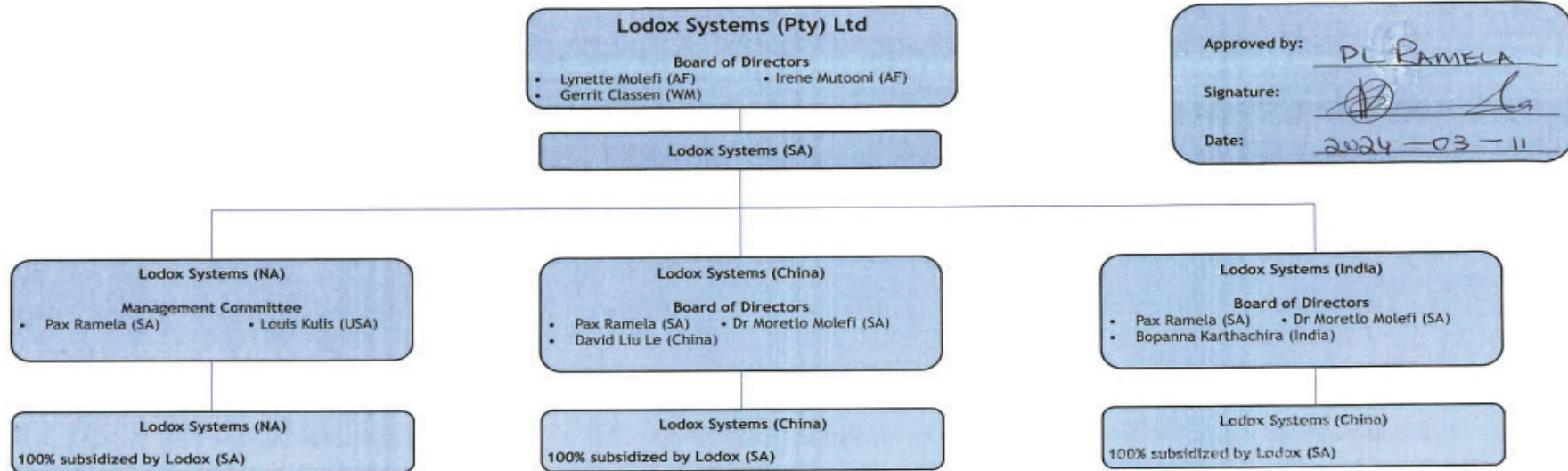


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4.2. FUNCTIONS

Lodox Systems Pty (Ltd) is a South African Manufacturer of medical devices that are distributed in South Africa, neighbouring countries and internationally.

4.3. CONTACT DETAILS - [PAIA Section 14(1) (a)(ii)]

4.3.1 Information Officer

The Compliance and QA Executive of Lodox Systems Pty (Ltd) is the Information Officer. The contact details of the Information Officer are as follows:

Full Name & Surname:	Hlamalani Makhubela
Physical Address:	7 Dartfield Road Kramerville Johannesburg SOUTH AFRICA 2146
Postal Address:	P.O. Box 651807 Benmore SOUTH AFRICA 2010
Telephone Number:	+27 (0)11 444 9118
Fax Number:	+27 (0)11 262-0085
Email:	hlamalani.makhubela@lodox.com
Website:	www.lodox.com

4.3.2 Deputy Information Officer

Full Name & Surname:	Lebo Mashego
Physical Address:	7 Dartfield Road Kramerville Johannesburg SOUTH AFRICA 2146
Postal Address:	P.O. Box 651807 Benmore SOUTH AFRICA 2010
Telephone Number:	+27 (0)11 444 9118
Fax Number:	+27 (0)11 262-0085
Email:	lebo.mashego@lodox.com
Website:	www.lodox.com

4.4. AVAILABILITY OF GUIDES ON PAIA AND POPIA - [PAIA Section 14(1) (b)(i)]

4.4.1 Section 10 of PAIA requires the Information Regulator to update and make available the existing guide that has been compiled by the South African Human Rights Commission containing such information, 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.

4.4.2 Section 10 of PAIA requires the Information Regulator to update and make available the existing guide that has been compiled by the South African Human Rights Commission containing such information, 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.

4.4.3 Enquiries regarding the guide can be addressed to the Information Regulator at:

Name	The Information Regulator (South Africa)
Physical Address	JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001. P.O Box 31533, Braamfontein, Johannesburg, 2017
Telephone Number	+27 (0)10 023 5200
email	enquiries@inforegulator.org.za
Website	https://inforegulator.org.za/

4.5. ACCESS TO RECORDS HELD BY LODOX SYSTEMS [PAIA Section 14(1) (b)(ii)]

4.5.1 Procedure for Requesting Access

4.5.1.1. A request for access to a record must be made on the prescribed request form, Form A, to the Deputy Information Officer. These forms are available from:

- The Deputy Information Officer or the Lodox website; and
- The Information Regulator website.

4.5.1.2. If a request is submitted on behalf of someone else, the requester must provide evidence demonstrating their authority or capacity to make the request, ensuring satisfaction for the Deputy Information Officer.

4.5.1.3. In case of illiteracy or disability preventing an individual from filling out the designated form, they have the option to submit the request verbally.

4.5.1.4. The prescribed form must be sent to Lodox via email (Hlamalani.makhubela@lodox.com) or hand delivered to Lodox.

4.5.1.5. The requester must pay the prescribed fee before any further processing can take place.

4.5.1.6. To facilitate proper identification by Lodox officials, the form should be thoroughly filled out to include the following information:

- Requester identification;
- Details of the requested record(s);
- Contact information, such as an email address, fax number, and/or postal address;
- Preferred method for receiving the decision; e) Intention to pay the access fee, if granted.

4.5.1.7. Emphasizing that access is not granted automatically, it is essential to highlight that the requester needs to specify the right they intend to exercise or safeguard. Additionally, they must provide a rationale for why the record is necessary for the protection or exercise of that particular right.

4.5.1.8. The requester will receive notification, as specified on the request form, regarding the approval status of the request.

4.5.2 Decision

4.5.2.1. Lodox will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons to that effect.

4.5.2.2. The 30-day period within which Lodox must decide whether to grant or refuse the request may be extended for a further period of not more than 30 days if the request is for a large amount of information, or the request requires a search for information held at another branch of Lodox and the information cannot reasonably be obtained within the original 30-day period. Lodox will notify the requester in writing should an extension be sought.

4.5.2.3. Lodox may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA, which include:

- a) That access would result in the unreasonable disclosure of personal information about a third party;
- b) the necessity of protecting the commercial information of a third party or of Lodox itself;
- c) the necessity of protecting the confidential information of a third party;
- d) the necessity of protecting the safety of individuals and protecting property;
- e) that a record constitutes privileged information for legal proceedings; and
- f) the necessity of protecting the research information of a third party or Lodox itself.

4.5.3 Categories of Records Held by Lodox [PAIA Section 14(1) (b)(ii)]

Lodox holds records applicable to its operations and in terms of relevant statutes. Access to the following records can only be obtained by means of a formal request include but are not limited to:

- a) Lodox policies, manuals and procedures;
- b) Minutes of meetings and decision records;
- c) Personnel files (includes staff, Lodox directors, Lodox Clients and Lodox suppliers);
- d) Lodox's financial records;
- e) Lodox's operational records;
- f) Agreements, memorandum of understanding, legal opinions and litigation records;
- g) Lodox's IP or technical information
- h) Tender documents;
- i) Service provider and other third party information; and
- j) Records kept in the Lodox server.

4.5.4 Records Which are Available Without a Request [PAIA Section 14(1)(b) (iii)]

Records that are automatically available include but are not limited to:

- a) Lodox's promotional material (marketing brochures, newsletters, booklets);
- b) Service provider information.
- c) Information published on the Lodox website.

4.5.5 Services Available to Members of the Public [PAIA Section 14(1)(b) (iv)]

The services provided by Lodox are centered on fulfilling its mandate and core objectives outlined in the Lodox Strategy manual:

- a) to manufacture quality medical devices that are applicable to all applicable standards and regulations;
- b) to maintain customer satisfaction for all manufactured medical devices;

4.6. PROCESSING OF PERSONAL INFORMATION [PAIA Section 14(1)(c)]

To ensure the confidentiality and security of personal data, Lodox handles all processed personal information in accordance with the Lodox Data and Protection of Personal Information Policy (POL-05-0028) and adheres to the principles outlined in POPIA (Protection of Personal Information Act).

4.6.1 Purpose of Processing Personal Information [PAIA Section 14(1)(c)(i)]

Personal information will only be used for the purpose for which it was collected and agreed. This may include but is not limited to:

- a) confirmation, verification and updating of client/applicants' details;
- b) conducting credit reference searches or verification;
- c) maintenance of client/supplier records;
- d) client/supplier relationship management and support;
- e) general administration, financial and tax purposes;
- f) compliance with legal and regulatory requirements;
- g) fraud and crime prevention and detection;
- h) to hold and administer securities;
- i) recruitment;
- j) employee management and support; and
- k) market research, customer satisfaction surveys and statistical analysis.

4.6.2 Categories of Data Subjects [PAIA Section 14(1)(c)(ii)]

The categories of data subjects are not exhaustive but are meant to give a broad indication of the data subjects:

- a) Lodox customers and service providers , potential customers;
- b) Lodox current and former employees and their families (children, spouses, parents);
- c) Lodox suppliers, service providers, and professional consultants;
- d) Lodox Board Members and Nominee directors;
- e) Banking Institutions;
- f) unsuccessful applicants for employment; and
- g) visitors to Lodox premises.

4.6.3 Recipients or Categories of Recipients with whom personal information is shared [PAIA Section 14(1)(c)(iii)]

Lodox may share personal information it processes with the individual themselves and with other third parties. Where necessary or required Lodox may share information with:

- a) registered financial services providers;
- b) recruitment agencies;
- c) personal information verification and credit reference agencies;
- d) regulatory and reporting authorities (e.g SAHPRA, FDA, SANAS, etc), government institutions;
- e) professional advisors and consultants;
- f) suppliers and service providers;
- g) current, past and prospective employees;
- h) family, associates and representatives of the person whose personal information we are processing;
- i) survey and research organisations; and
- j) police forces and courts.

4.6.4 Trans-Border Flows of Personal Information [PAIA Section 14(1)(c)(iv)]

Lodox may from time to time, in the execution of its mandate, need to transfer personal information of data subjects with third parties in other countries (e.g U.S, Canada, e.t.c). Lodox shall ensure that it complies with POPIA in the dissemination of such information. Such transfer will only be done if one of the following requirements are met:

- a) the foreign recipients of personal information are subject a law, binding corporate rule, or a binding agreement which contains provisions substantially similar to POPIA in relation to the processing and transfer of personal information;
- b) the data subject consents to the transfer; or
- c) The transfer is necessary for the performance of a contract between the data subject and the responsible party; or
- d) The transfer is necessary for the performance of a contract concluded in the interest of the data subject between the responsible party and the third party; or
- e) The transfer is for the benefit of the data subject and it is not practical to obtain the consent of the data subject.

4.6.5 Information Security Measures to Protect Personal Information [PAIA Section 14(1)(c)(v)]

4.6.5.1. It is a requirement of POPIA to adequately protect the personal information held by the responsible party to avoid unauthorised access and use of your personal information. All personal information processed by Lodox is managed in terms of the Lodox Protection of Personal Information Policy (POL-05-0028).

4.6.5.2. Security controls and processes shall be reviewed regularly to ensure that personal information is secure.

4.6.6 Objection to the Processing of Personal Information [POPIA Section 11(3)(a)]

A data subject who wishes to object to the processing of personal information must submit the objection to the responsible party on Form 1.

The responsible party, or a designated person, must render such reasonable assistance as is necessary, free of charge, to enable the data subject to make an objection on Form 1.

4.6.7 Correction/Deletion of Personal Information [POPIA Section 24(1)]

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 a request to the responsible party on Form 2.

The responsible party, or a designated person, must render the necessary assistance to enable a data subject to complete Form 2 free of charge.

4.7. REMEDIES

Any requester dissatisfied with any decision taken by Lodox in respect of a request for access to a record can either lodge an internal appeal to the relevant authority, or approach the Information Regulator, or apply to a court with appropriate jurisdiction for relief. An internal appeal must be lodged on the prescribed form, Form B.

4.8. AVAILABILITY OF THE MANUAL [PAIA Section 14(3)]

The Manual is published on the Lodox website and will be made available:

- a) at the Lodox's head office for public inspection during normal business hours;
- b) to any person upon request and upon the payment of a reasonable amount; and
- c) to the Information Regulator upon request.

4.9. PRESCRIBED FEES [PAIA Regulations]

The prescribed fee for requesting and accessing information must be paid by the requester before the Lodox contact persons can make any records requested available to the requestor.

The request fee payable by every requester, other than a personal requester, is R 35.00. The fee for a copy of the manual is R 0.60 for every photocopy of an A4 size page or part thereof.

For any request that would require more than six hours to access or prepare for disclosure, one-third of the prescribed access fee shall be payable as a deposit by the requester.

4.9.1 Reproduction Fees [PAIA Regulation 7(1)]

Description	Fee
For every photocopy of an A4-size page or part thereof.	R 0.60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.	R 0.40
For a copy in a computer-readable form on - Compact disc.	R 40.00
<i>Visual images:</i>	
Compact disc for a transcription of visual images, for an A4-size page or part thereof.	R 22.00
For a copy of visual images.	R 60.00
<i>Audio:</i>	
For a transcription of an audio record, for an A4-size page or part thereof.	R 12.00
For a copy of an audio.	R 17.00

4.9.2 Access Fees [PAIA Regulation 7(3)]

Description	Fee
For every photocopy of an A4-size page or part thereof.	R 0.60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form.	R 0.40
For a copy in a computer-readable form on - Compact disc.	R 40.00
<i>Visual images:</i>	
Compact disc for a transcription of visual images, for an A4-size page or part thereof.	R 22.00
For a copy of visual images.	R 60.00
<i>Audio:</i>	
For a transcription of an audio record, for an A4-size page or part thereof.	R 12.00
For a copy of an audio.	R 17.00

5. ANNEXURE 1: FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY IN TERMS OF SECTION 18 (1) OF THE
PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)
[Regulation 6]

For Office Use	
Reference number:	
Request received by	
(state rank, name and surname of information officer/deputy information officer) on (date) at	
(place)	
Request fee (if any):	R
Deposit (if any):	R
Access fee:	R
.....	
SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

A. Particulars of the public body

The Information Officer/Deputy Information Officer:

B. Particulars of the 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 surnames:

Identity number:

Postal address:

Fax number

Telephone number:

E-mail address:

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

C. Particulars of the 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 surnames:

Identity number:

D. Particulars of record

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.

1. Description of records 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.

Reasons for exemption from payment of fees:

F. Form of access to the 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 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required

Mark the appropriate box with an X

NOTES:

- Compliance with your request for access in the specified form may depend on the form in which the record is available.
- 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.
- The fee payable for access to 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 records consist of visual images:

(this includes photographs, slides, video recordings, computer-generated images, sketches, etc):

☐	View the images	☐	Copy of the images*	☐	Transcription of the images*
--------------------------	-----------------	--------------------------	---------------------	--------------------------	------------------------------

3. If record consists of recorded words or information that 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*
--------------------------	-------------------------	--------------------------	--

* 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

☐

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.

In which language would you prefer the record?

G. Notice of decision regarding the 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 to enable compliance with your request.

How would you prefer to be informed on the decision regarding your request for access to the record?

Signed at

the day of 20

.....
SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

6. ANNEXURE 2: FORM B

NOTICE OF INTERNAL APPEAL IN TERMS OF SECTION 75 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)
[Regulation 8]

STATE YOUR REFERENCE NUMBER:	
-------------------------------------	--

NOTE: A person who lodges an internal appeal may have to pay an appeal fee.

If an appeal fee is payable, the decision of the internal appeal may be deferred until the fee is paid.

A. Particulars of the public body

The Information Officer/Deputy Information Officer

B. Particulars of requester/third party who lodges the internal appeal

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 to enable compliance with your request.

- a) The particulars of the person who lodged the internal appeal must be given below.
- b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.
- c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.

Full names and surnames:

Identity number:

Postal address:

Fax number

Telephone number:

E-mail address:

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

C. Particulars of requester

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

Full names and surnames:

Identity number:

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an X in the appropriate box:	
Refusal of request for access	☐
Decision regarding fees prescribed in terms of section 22 of PAIA	☐
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26 (1) of PAIA	☐
Decision in terms of section 29 (3) of PAIA to refuse access in the form requested by the requester	☐
Decision to grant request for access	☐

E. Grounds for appeal

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

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at

the day of 20

.....
SIGNATURE OF APPLICANT

7. ANNEXURE 3: FORM 1

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF
THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)
REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018
[Regulation 2]**

Note:

- 1 Affidavits 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 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 THE RESPONSIBLE PARTY	
Name(s) and surname / registered name of responsible party:		
Residential, postal or business address:		
		Code:
Contact number(s):		
Fax number/email address		

C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

Signed at

the day of 20

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

8. ANNEXURE 4: FORM2

**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 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.*

Mark the appropriate box with an “x”.

Correction or deletion of the personal information about the data subject that is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject that 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 THE RESPONSIBLE PARTY	
Name(s) and surname / registered name of responsible party:		
Residential, postal or business address:		
		Code:
Contact number(s):		
Fax number/email address		

C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) THAT 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) THAT THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. (Please provide detailed reasons for the request)

Signed at

the day of 20

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

9. REVISION HISTORY

Revision	Date	Description	Updated By
A	2024-02-23	New document.	H. Makhubela