

A R T S C A P E



an agency of the
Department of Sport, Arts and Culture

THE PROMOTION OF ACCESS TO INFORMATION MANUAL

("Manual")

1. PREAMBLE

- 1.1. The *Promotion of Access to Information Act, 2000* (“**PAIA**”) came into operation on 9 March 2001. PAIA seeks, among other things, to give effect to the Constitutional right of access to any information held by the State or by any other person where such information is required for the exercise or protection of any right and gives natural and juristic persons the right of access to records held by either a private or public body, subject to certain limitations, in order to enable them to exercise or protect their rights. Where a request is made in terms of PAIA to a public body, that public body must disclose the information if the requester is able to show that the record is required for the exercise or protection of any rights, and provided that no grounds of refusal contained in PAIA are applicable. PAIA sets out the requisite procedural issues attached to information requests.
- 1.2. Section 14 of PAIA obliges public bodies to compile a manual to enable a person to obtain access to information held by such public body and stipulates the minimum requirements that the manual has to comply with.
- 1.3. This Manual constitutes the Artscape PAIA manual. This Manual is compiled in accordance with section 14 of PAIA as amended by the *Protection of Personal Information Act, 2013* (“**POPIA**”), which gives effect to everyone’s Constitutional right to privacy. POPIA promotes the protection of personal information processed by public and private bodies, including certain conditions so as to establish minimum requirements for the processing of personal information. POPIA amends certain provisions of PAIA, balancing the need for access to information against the need to ensure the protection of personal information by providing for the establishment of an Information Regulator to exercise certain powers and perform certain duties and functions in terms of POPIA and PAIA, providing for the issuing of codes of conduct and providing for the rights of persons regarding unsolicited electronic communications and automated decision making in order to regulate the flow of personal information and to provide for matters concerned therewith.
- 1.4. This Manual also includes 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 POPIA.

2. ABOUT ARTSCAPE

Artscape is listed as a Schedule 3A (national entity) under the *Public Finance Management Act, 1999* and is an agency for the Department of Sports, Arts and Culture. Artscape’s aim is to advance, promote and preserve the performing arts in South Africa, but predominantly in the Western Cape and its objects and functions were published in the Government Gazette No 25242, 1 August 2003

Artscape provides the following services to members of the public: Performing Arts Productions and ancillary services. These services can be accessed by accessing the Artscape Website or contacting

Computicket or the Artscape Box Office at 021 410 9800 or boxoffice@artscape.co.za.

3. PUBLIC PARTICIPATION

Persons who would like to either consult, make representations or participate in or influence the formulation of policy or the exercise of powers or performance of duties by Artscape may contact the Office of the CEO at 021 410 9800 or ilzedw@artscape.co.za

4. CONTACT DETAILS

Name of Public Body: Artscape

Designated Information Officer: Marlene le Roux

Email address of Information Officer: marlenel@artscape.co.za

Postal address: P O Box 4107, Cape Town

Street address: D F Malan Street, Cape Town

Phone number: 021 410 9800

Deputy Information Officer: Ilze de Wet

Email address of Deputy Information Officer: ilzedw@artscape.co.za

Postal address: P O Box 4107, Cape Town

Street address: D F Malan Street, Cape Town

Phone number: 021 410 9800

5. INFORMATION REGULATOR'S GUIDE

An official Guide has been compiled which contains information to assist a person wishing to exercise a right of access to information in terms of PAIA and POPIA. This Guide is made available by the Information Regulator (established in terms of POPIA). Copies of the updated Guide are available from the Information Regulator in the manner prescribed. Any enquiries regarding the Guide should be directed to:

Postal Address: JD House
27 Stiemens Street
Braamfontein, Johannesburg, 2001

E-mail Address: infoereg@justice.gov.za

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

6. OBJECTIVES OF THIS MANUAL

The objectives of this Manual are:

- 6.1. to provide a list of all records held by the legal entity;
- 6.2. to set out the requirements with regard to who may request information in terms of PAIA as well as the grounds on which a request may be denied;
- 6.3. to define the manner and form in which a request for information must be submitted; and
- 6.4. to comply with the additional requirements imposed by POPIA.

7. ENTRY POINT FOR REQUESTS

- 7.1. PAIA provides that a person may only make a request for information, if the information is required for the exercise or protection of a legitimate right.
- 7.2. Information will therefore not be furnished unless a person provides sufficient particulars to enable Artscape to identify the right that the requester is seeking to protect as well as an explanation as to why the requested information is required for the exercise or protection of that right. The exercise of the requester's rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality and effective, efficient and good governance. PAIA and the request procedure contained in this Manual may not be used for access to a record for criminal or civil proceedings, nor should information be requested after the commencement of such proceedings, if the same production or access to records for this same purpose are provided for in law.
- 7.3. The Deputy Information Officer has been delegated with the task of receiving and co-ordinating all requests for access to records in terms of PAIA, in order to ensure proper compliance with PAIA and POPIA.
- 7.4. The Deputy Information Officer will facilitate the liaison with the internal legal team on all of these requests.
- 7.5. All requests in terms of PAIA and this Manual must be addressed to the Deputy Information Officer using the details in paragraph 4 above.

8. AUTOMATICALLY AVAILABLE INFORMATION

- 8.1. Information that is obtainable via the Artscape website about Artscape is automatically available and need not be formally requested in terms of this Manual.
- 8.2. The following categories of records are automatically available for inspection, purchase or photocopying:

- 8.2.1. brochures
- 8.2.2. press releases
- 8.2.3. publication; and
- 8.2.4. various other marketing and promotional material.

9. INFORMATION AVAILABLE IN TERMS OF POPIA

9.1. In terms of POPIA, personal information must be processed for a specified purpose. The purpose for which data is processed by Artscape 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.

9.2. Categories of personal information collected by Artscape

- Human Resources Information
- Procurement Information
- Patron Information
- Stakeholder Information
- Client Information

9.3. The purpose of processing personal information

Personal information may be obtained for operational, marketing, auditing, legal, statutory and record keeping requirements.

9.4. A description of the categories of data subjects and of the information or categories of information relating thereto

- Current and previous staff members
- Prospective staff members and applicants
- Suppliers and Vendors
- Patrons and possible patrons
- Stakeholders
- Clients

9.5. A general description of information security measures to be implemented by Artscape

Artscape takes extensive information security measures to ensure the confidentiality, integrity and availability of personal information in our possession. Artscape takes appropriate technical and organisational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage.

9.6. **Planned transborder flows of personal information**

Not applicable.

9.7. **A general description of information security measures to be implemented by Artscape**

Artscape takes extensive information security measures to ensure the confidentiality, integrity and availability of personal information in our possession. Artscape takes appropriate technical and organisational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction or damage.

10. CATEGORIES OF RECORDS AVAILABLE UPON REQUEST

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

10.2. Please note further that many of the records held by Artscape are those of third parties, such as clients and employees, and Artscape takes the protection of third party confidential information very seriously. In particular, where Artscape acts as professional advisors to clients, many of the records held are confidential and others are the property of the client and not of Artscape. For further information on the grounds of refusal of access to a record please see paragraph 11.5 below. Requests for access to these records will be considered very carefully. Please ensure that requests for such records are carefully motivated.

Category of records	Records
<p>Internal records</p> <p>The records listed pertain to Artscape's own affairs</p>	<ul style="list-style-type: none"> • Accounting records • Financial records • Operational records • Intellectual property • Marketing records • Internal correspondence • Service records • Statutory records • Internal policies and procedures • Minutes of meetings

<p>Personnel records</p> <p>For the purposes of this section, “personnel” means any person who works for or provides services to or on behalf of Artscape and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of Artscape. This includes partners, directors, all permanent, temporary and part-time staff as well as consultants and contract workers.</p>	<ul style="list-style-type: none"> • Any personal records provided to us by our personnel • Any records a third party has provided to us about any of their personnel • Conditions of employment and other personnel-related contractual and quasi legal records • Employment policies and procedures • Internal evaluation and disciplinary records and • Other internal records and correspondence.
<p>Client-related records</p>	<ul style="list-style-type: none"> • Contracts with the client and between the client and other persons
<p>Other third party records</p> <p>Records are kept in respect of other parties, including without limitation joint ventures and consortia to which Artscape is a party, contractors and sub-contractors, suppliers, service providers, and providers of information regarding general market conditions. In addition, such other parties may possess records which can be said to belong to Artscape</p>	<ul style="list-style-type: none"> • Personnel, client, or Artscape records which are held by another party as opposed to being held by Artscape • Records held by Artscape pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors or suppliers
<p>Other records</p>	<ul style="list-style-type: none"> • Information relating to Artscape • Research information belonging to Artscape or carried out on behalf of a third party

11. REQUEST PROCEDURE

11.1. Completion of the prescribed form

11.1.1. Any request for access to a record in terms of PAIA must substantially correspond with Form A of Annexure B to Government Notice No. R.187 dated 15 February 2002 and should be specific in terms of the record requested and be submitted to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above. Please refer to Appendix A.

11.1.2. A request for access to information which does not comply with the formalities as

prescribed by PAIA will be returned to you.

- 11.1.3. POPIA provides that a data subject may, upon proof of identity, request Artscape 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.
- 11.1.4. POPIA also provides that where the data subject is required to pay a fee for services provided to him/her/it, Artscape 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.
- 11.1.5. Grounds for refusal of the data subject's request are set out in PAIA and are discussed below.
- 11.1.6. POPIA provides that a data subject may object, at any time, to the processing of personal information by Artscape, on reasonable grounds relating to his/her/its particular situation, unless legislation provides for such processing. The data subject must complete the prescribed form attached hereto as Appendix C and submit it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.
- 11.1.7. A data subject may also request Artscape 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 Artscape is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions.
- 11.1.8. 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 Appendix D.

11.2. **Proof of identity**

Proof of identity is required to authenticate your identity and the request. You will, in addition to this prescribed form, be required to submit acceptable proof of identity such as a certified copy of your identity document or other legal forms of identity.

11.3. **Payment of the prescribed fees**

- 11.3.1. There are two categories of fees which are payable:

- 11.3.1.1. The request fee: R35

11.3.1.2. The access fee: This is calculated by taking into account reproduction costs, search and preparation costs, as well as postal costs. These fees are set out in Appendix B hereto.

11.3.2. Section 22 of PAIA entitles Artscape to levy a charge or to request a fee to enable it to recover the cost of processing a request and providing access to records. The fees that may be charged are set out in Regulation 7 promulgated under PAIA.

11.3.3. Where a decision to grant a request has been taken, the record will not be disclosed until the necessary fees have been paid in full.

11.4. **Timelines for consideration of a request for access**

11.4.1. Requests will be processed within 30 (thirty) days, unless the request contains considerations that are of such a nature that an extension of the time limit is needed.

11.4.2. Should an extension be required, you will be notified, together with reasons explaining why the extension is necessary.

11.5. **Grounds for refusal of access and protection of information**

11.5.1. There are various grounds upon which a request for access to a record may be refused. These grounds include:

- the protection of personal information of a third person (who is a natural person) from unreasonable disclosure;
- the protection of commercial information of a third party (for example: trade secrets; financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- if disclosure would result in the breach of a duty of confidence owed to a third party;
- if disclosure would jeopardise the safety of an individual or prejudice or impair certain property rights of a third person;
- if the record is contained in police dockets in bail proceedings, relates to the protection of law enforcements, or was produced during legal proceedings, unless that legal privilege has been waived;
- if disclosure could reasonably be expected to cause prejudice to the defence, security and international relations of the Republic of South Africa;
- if disclosure would likely materially jeopardise the economic interests or financial welfare of the Republic of South Africa, or if the record contains trade secrets, financial or sensitive information or any information that would put the State or Artscape (at a disadvantage in negotiations or

prejudice it in commercial competition);

- if the record contains information about research being carried out or about to be carried out by or on behalf of a third party or by Artscape;
- if disclosure of the record jeopardises or frustrates the operations of Artscape; and/or
- if the request is manifestly frivolous or vexatious, or the work involved in processing the request would substantially and unreasonably divert the resources of Artscape.

11.5.2. Section 46 of PAIA contains an overriding provision. Disclosure of a record is compulsory if it would reveal (i) a substantial contravention of, or failure to comply with the law; or (ii) there is an imminent and serious public safety or environmental risk; and (iii) the public interest in the disclosure of the record in question clearly outweighs the harm contemplated by its disclosure.

11.5.3. If the request for access to information affects a third party, then such third party must first be informed within 21 (twenty one) days of receipt of the request. The third party would then have a further 21 (twenty one) days to make representations and/or submissions regarding the granting of access to the record.

12. REMEDIES AVAILABLE TO A REQUESTER ON REFUSAL OF ACCESS

12.1. If the Information Officer decides to grant you access to the particular record, such access must be granted within 30 (thirty) days of being informed of the decision.

12.2. You may lodge an internal appeal against:

12.2.1. the Information Officer's refusal to grant your request to access information;

12.2.2. a decision taken in respect of fees charged in relation to a request to access information;

12.2.3. a decision taken to extend the period to deal with your request to access information; or

12.2.4. a decision in respect of the form of access to information requested,

by completing the prescribed form attached hereto as Appendix E and submitting it to the Information Officer at the postal or physical address, facsimile number or electronic mail address set out above.

12.3. Where a third party is affected by the request for access and the Information Officer has decided to grant you access to the record, the third party has 30 (thirty) days in which to lodge an internal appeal, complaint to the Information Regulator or an application, as the case may be, is lodged against such decision. If the third party does not lodge an internal appeal, complaint to the Information Regulator or an application, as the case may be, against such decision within 30 (thirty) days, you must be granted access to the record.

13. AVAILABILITY OF THIS MANUAL

This Manual can be accessed on the Artscape website at [POPIA INFORMATION – Artscape Theatre Centre – Cape Town](#), or by requesting a copy by email from the Information Officer and/or Deputy Officers whose contact details are specified above. Hardcopies of this Manual are available for inspection, free of charge, at the offices of Artscape.

**APPENDIX A - 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]

ACCESS REQUEST FORM

A. Particulars of Artscape's Information Officer / Deputy Information Officer/s

Requests can be submitted either via post, e-mail or fax and should be addressed to the Information Officer as indicated below:

Designated Information Officer	Marlene le Roux
Street Address	D F Malan Street, Cape Town
Postal Address	P O Box 4107, Cape Town
Telephone	021 410 9800
E-mail	marlenel@artscape.co.za
Website	www.artscape.co.za
Deputy Information Officer	Ilze de Wet
Street Address	D F Malan Street, Cape Town
Postal Address	P O Box 4107, Cape Town
Telephone	021 410 9800
E-mail	marlenel@artscape.co.za
Website	www.artscape.co.za

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 capacity in which the request is made, if applicable, must be attached.*

**Full names and
surname:**

Identity number:

Postal address:

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 ONLY be completed 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 it is known to you, to enable the record to be requested.*
- b) *If the space provided is inadequate, please use a separate folio and attach it to this form. Please sign any additional folios.*

Description of record or relevant part of the record:

Reference number (if available):

Any further particulars of record:

E. FEES

- a) *A request for access to a record will be processed only after a request fee has been paid.*
- b) *You will be notified of the amount 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 of payment of fees:

F. FORM OF ACCESS TO RECORD

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 under certain circumstances. In such a case you will be informed whether access will be granted in another form.
- c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

If the record is in written or printed form

	Copy of record		Inspection of record
If record consists of visual images			

	View the images		Copy of the images		Transcription of the images
If the record consists of recorded information that can be reproduced in sound					

	Listen to the soundtrack (audio)		Transcription of soundtrack
If the record is held on computer or in an electronic or machine-readable form (this includes photographs, slides, video recordings, computer generated images, sketches etc.)			

	Printed copy of record		Printed copy of information derived from the record		Copy in computer readable form
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If you requested a copy or transcription of a record (above) do you wish the copy of transcription to be posted to you? Note that 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?

In the event of a disability

If you are prevented by a disability from reading, viewing or listening to the record, state your disability and indicate in the form in which the record is required:

Disability

Form in which record is required

<hr/>	<hr/>
<hr/>	<hr/>

G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved or 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..... on this day of..... 20....

SIGNATURE OF REQUESTER/PERSON ON
WHOSE BEHALF REQUEST IS MADE

PRINT NAME:

YOU MUST

- 1 Complete all necessary spaces
- 2 Sign the access request form Sign
- 3 Sign additional folios completed

SEND WITH THIS APPLICATION

- 1 The request fee
- 2 Any additional folios completed
- 3 Copy of Identity Document

APPENDIX B: FEES IN RESPECT OF PUBLIC BODIES PRESCRIBED IN TERMS OF PART II OF ANNEXURE A OF GOVERNMENT NOTICE NO. R.187 DATED 15 FEBRUARY 2002

Description		Rand
1	The fee for a copy of the manual as contemplated in regulation 6(c) - for every photocopy of an A4-size page or part thereof.	0,60
2	The fees for reproduction referred to in regulation 7(1) are as follows:	
(a)	For every photocopy of an A4-size page or part thereof	0,60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40
(c)	For a copy in a computer-readable form on -	
(i)	stiffy disc	5,00
(ii)	compact disc	40,00
(d)(i)	For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii)	For a copy of visual images	60,00
(e)(i)	For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii)	For a copy of an audio record	17,00
3	The request fee payable by a requester, other than a personal requester, referred to in regulation 7(2)	35,00
4	The access fees payable by a requester referred to in regulation 7(3) are as follows:	
4.1(a)	For every photocopy of an A4-size page or part thereof	0,60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40

(c)	For a copy in a computer-readable form on -	
(i)	stiffy disc	5,00
(ii)	compact disc	40,00
(d)(i)	For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii)	For a copy of visual images	60,00
(e)(i)	For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii)	For a copy of an audio record	17,00
(f)	To search for and prepare the record for disclosure, R15,00 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 22(2) of the Act, 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.	

APPENDIX C - 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 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:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) <i>(Please provide detailed reasons for the objection)</i>

Signed at this day of20.....

.....

Signature of data subject/designated person

APPENDIX 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:	

D	<p>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a)</p> <p>WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY ; and or</p> <p>REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b)</p> <p>WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN.</p> <p><i>(Please provide detailed reasons for the request)</i></p>

Signed at this day of20.....

.....

Signature of data subject/ designated person

**APPENDIX E: NOTICE OF INTERNAL APPEAL IN TERMS OF SECTION 75 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)
REGULATIONS RELATING TO THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000**

[Regulation 8]

STATE YOUR REFERENCE
NUMBER:

A	PARTICULARS OF PUBLIC BODY
The Information Officer / Deputy Information Officer:	
B	PARTICULARS REQUESTER / THIRD PARTY WHO LODGES THE INTERNAL APPEAL
<p><i>Note:</i></p> <p>(a) <i>The particulars of the person who lodge the internal appeal must be given below.</i></p> <p>(b) <i>Proof of the capacity in which appeal is lodged, if applicable, must be attached.</i></p> <p>(c) <i>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.</i></p>	
Full names and surname:	
Identity number:	
Postal address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	

Capacity in which an internal appeal on behalf of another person is lodged:	
C	PARTICULARS OF REQUESTER
<i>This section must be completed ONLY if a third party (other than the requester) lodges the inter</i>	
Full names and surname:	
Identity number:	
D	THE DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED
<i>Mark the decision against which the internal appeal is lodged with an X in the appropriate box.</i>	
	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access
E	 GROUNDS FOR APPEAL
<i>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.</i>	
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
<i>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 particulars to enable compliance with your request.</i>	
State the manner:	
Particulars of manner:	

Signed at this day of20.....

.....

Signature of appellant

FOR INTERNAL USE ONLY:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on _____ (date) by _____ (state rank, name and surname of information officer / deputy information officer).

Appeal accompanied by the reasons for the information officer's / deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record the relates, submitted by the information officer / deputy information officer on _____(date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER / DEPUTY INFORMATION OFFICER CONFIRMED / NEW DECISION SUBSTITUTED NEW DECISION:	
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