



Animal Anti-Cruelty League™ Johannesburg

PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) MANUAL

Information Officer:	CARREN NICKLOES
Deputy Information Officer/s:	
Policy Date:	1 st July 2021
Version:	1

1. INTRODUCTION

- 1.1. The Animal Anti-Cruelty League -Johannesburg™ ("Animal Anti-Cruelty League -Johannesburg, AACL-JHB, we, us, our") recognizes the right of access to information and is committed to providing access to the Organisation's records via lawful and transparent procedures.
- 1.2. The Promotion of Access to Information Act 2 of 2000 gives effect to Section 32, Bill of Rights, of the Constitution, which provides that everyone has the right to access information held by the State or any other person (or private body), where such information is required for the exercise or protection of any rights, subject to certain limitations, to enable them to exercise or protect their rights.
- 1.3. The Organisation is obliged, under Section 51 of PAIA, to compile a Manual to enable access to information held by such private body and stipulates the minimum requirements that the Manual must comply with.
- 1.4. We may review and update this Manual from time to time. The latest version is available on our Organisation website and/ or available upon request by contacting the Information Officer.
- 1.5. Defined terms used in this Manual are explained in **Annexure A**.

2. PURPOSE

- 2.1. The purpose of the PAIA Manual ("this Manual") is to:
 - 2.1.1. Instill a culture of transparency and accountability within our business by giving effect to the right of access to information,
 - 2.1.2. Promote privacy and confidentiality within our business and communities.
 - 2.1.3. Set out the prescribed process to obtain access to information, as well as details of who can request access and the grounds on which could be denied.
 - 2.1.4. Provide a list of all types of records held by our Organisation.

3. OUR DETAILS

The Animal Anti-Cruelty League-Johannesburg (AACL-JHB) has been caring for and protecting animals since 1956. It is one of South Africa's largest independent Animal Welfare Organizations, relying entirely on the generosity and goodwill of the animal-loving public for financial support.

We are an organization that gets involved in all aspects of animal welfare: provide shelter for abandoned animals, promote an efficient adoption programme, investigate and prosecute animal cruelty cases, run a busy welfare hospital for lower income groups, visit underprivileged areas with a fully equipped mobile clinics and regularly address schools and clubs on the challenges of animal welfare.

Organization Name	Animal Anti-Cruelty League-Johannesburg
Organization Registration Number	NPO 000 560
Physical Address	59 Alice Street, Regents Park, Johannesburg, 2197
Postal Address	P.O. Box 7, Rosettenville. 2130
Phone Number	011 435 0672
Website	www.aacl.co.za
Information Officer	Carren Nickloes
Email Address	jhb@aacl-jhbnb.co.za

4. INFORMATION REGULATOR'S FURTHER GUIDANCE

- 4.1. The Information Regulator is empowered to monitor and enforce PAIA compliance by public and private bodies.
- 4.2. Should you require further guidance on how to get access to information under PAIA and POPIA, the Information Regulator has compiled a guide which can be obtained on their website.
- 4.3. If have any issues with the way in which we are processing your personal information, or have dealt with any incidents, you are entitled to lodge a complaint with the Information Regulator, whose contact details are:

Information Regulator

Website: www.justice.gov.za/inforeg

Information Regulator's complaints email: complaints.IR@justice.gov.za

General enquiries email: inforeg@justice.gov.za

Physical Address: JD House, 27 Stiemans Street, Braamfontein, Johannesburg, 2001

5. ROLE OF THE INFORMATION OFFICER

- 5.1. The Information Officer, and the Deputy/s Information Officer (where appointed), of the Organisation is responsible for the following, but not limited to:
 - 5.1.1. ensuring compliance with Promotion of Access to Information Act, and the Company's PAIA and POPIA Manuals and procedures always.
 - 5.1.2. monitoring the effectiveness of this Manual and regularly reviewing its' content.
 - 5.1.3. Publishing and creating awareness of this Manual.
 - 5.1.4. Facilitating any requests for access to information, determining whether access can be granted and the reasons thereof, ensuring that, where access is granted, it is done so timeously and by following the prescribed procedures set out in this Manual.
 - 5.1.5. Dealing with any questions or complaints with regards to PAIA or POPIA.

6. RECORDS WE HOLD

6.1. Records held by Animal Anti-Cruelty League-Johannesburg

- 6.1.1. The Organisation 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 will be granted. All requests for access will be evaluated on a case-by-case basis, in accordance with the provisions of PAIA.
- 6.1.2. It should be noted that records which are not recorded as "not automatically available" should be requested by following the procedures outlined in Section 7 ("How to Request Access") of this Manual.

RECORD TYPE	DESCRIPTION OF RECORD	AVAILABILITY
Organisation Records	Constitution Johannesburg Branch	Automatically available on request
<i>(All records relating to</i>	Management & Committee Name	Automatically available on request
<i>the registration of the</i>	Documents of NPO & PBO	Automatically available on request
<i>Organisation as a Non-Profit Organisation &</i>	Records relating to the appointment of Auditors and Management committee	Not automatically available
<i>Public Benefit Organisation</i>	Minute of AGM's, Manco meeting	Not automatically available
	Any other statutory records	Not automatically available

Business Records	Operational Records	Not automatically available
<i>(Any documents that</i>	Databases	Not automatically available
<i>have economic value to</i>	Internal correspondence	Not automatically available
<i>the business).</i>	Records of Product and Service offering	Not automatically available
	Intellectual Property	Not automatically available
	Internal Policies and Procedures	Not automatically available
	Minutes of Meetings	Not automatically available
Financial Records	Financial statements	Not automatically available
<i>(Financial related records)</i>	Tax Returns and any other related documents	Not automatically available
	Financial and Rental Agreements	Not automatically available
	Accounting and Banking records	Not automatically available
	Audit records	Not automatically available
	Banking details	Automatically available on request
	Asset Register	Not automatically available
	PAYE Records and all documents issued or retained	Not automatically available
	SARS payment records & communication	Not automatically available
	VAT Records	Not automatically available
	Skills Development Levies	Not automatically available
	UIF	Not automatically available
	Workmen's Compensation	Not automatically available
Personnel Records	Employee's Personal Information	Not automatically available
<i>(Employees, contractors</i>	Employee's contractual paperwork	Not automatically available
<i>or any other personnel</i>	Employee's remuneration packages	Not automatically available
<i>entitled to receive</i>	Leave Records	Not automatically available
<i>remuneration)</i>	Internal evaluations and communications	Not automatically available
	Disciplinary, Grievance and Training Records	Not automatically available
	Medical Aid Records	Not automatically available
	Pension and Provident Fund Records	Not automatically available
	Other Statutory Records	Not automatically available
	Internal records or correspondence	Not automatically available
Policies, Agreements and	Contractual and Service Level Agreements	Not automatically available
Contracts	Information Technology systems and documents	Not automatically available
<i>(External and internal</i>	Service Contracts and Third-party Agreements	Not automatically available
<i>documents and all related</i>	Supplier Contracts	Not automatically available
<i>paperwork)</i>	Letters of Intent	Not automatically available
	NDAs	Not automatically available
	Lease Agreements	Not automatically available
Client Information	Client Details	Not automatically available
<i>(Information held on</i>	Communications between parties	Not automatically available
<i>anyone providing goods</i>	Transactions and Sale Records	Not automatically available
<i>or services)</i>	Animal owner Database/Adoptions	Not automatically available
	Donor/Member Information	Not automatically available
	Hospital client medical records	Not automatically available
	Donation Tins & School visits records	Not automatically available

Regulatory Documents	Permits	Not automatically available
<i>(Required for compliance with applicable laws)</i>	Licenses	Not automatically available
	Authorities and communication between parties	Not automatically available
Published Information/	External newsletters	Automatically available
Marketing	Internal newsletters and communication	Not automatically available
<i>(Documents produced and Published by us)</i>	Information on Company published by third parties in any form.	Not automatically available
	Newspaper, magazine, or journal sources which we contribute to.	Not automatically available
	Published Marketing Material	Not automatically available
	Website Content	Automatically available

6.1.3. **Animal Anti-Cruelty League-Johannesburg** holds records for the purpose of complying with the following applicable laws, among others including any amendments thereof:

- 6.1.3.1. Basic Conditions of Employment Act 75 of 1997
- 6.1.3.2. Broad Based Black Economic Empowerment Act No. 53 of 2003
- 6.1.3.3. Compensation for Occupational Injuries and Disease Act 130 of 1993
- 6.1.3.4. Consumer Protection Act 68 of 2008
- 6.1.3.5. Copyright Act 98 of 1978
- 6.1.3.6. Constitution of the Republic of South Africa, 1996
- 6.1.3.7. *The Criminal Procedure Act, No 51 of 1998*
- 6.1.3.8. Electronic Communications Act 36 of 2005
- 6.1.3.9. Financial Intelligence Centre Act 38 of 2001
- 6.1.3.10. Income Tax Act 58 of 1962
- 6.1.3.11. Labour Relations Act 66 of 1995
- 6.1.3.12. National Credit Act 34 of 2005
- 6.1.3.13. Occupational Health and Safety Act 85 of 1993
- 6.1.3.14. Protection of Personal Information Act 4 of 2013
- 6.1.3.15. Promotion of Access to Information Act, No 2 of 2000
- 6.1.3.16. Road Transportation Act No 74 of 1962
- 6.1.3.17. Trademarks Act 194 of 1993
- 6.1.3.18. Unemployment Insurance Act 63 of 2001
- 6.1.3.19. Value Added Tax Act 89 of 1991
- 6.1.3.20. The Animals Protection Act, 71 of 1962
- 6.1.3.21. Performing Animals Protection Act, 24 of 1935
- 6.1.3.22. Animal Matters Amendment Act no42 of 1993
- 6.1.3.23. Medicine and Related Substances Control Act No 101 of 1956
- 6.1.3.24. Veterinary and Para Veterinary Professions Act 19 of 1982
- 6.1.3.25. Fertilizers, Farm Feeds, Seeds and Remedies Act 36 of 1947
- 6.1.3.26. Animal Diseases Act 35 of 1984
- 6.1.3.27. Children's Act 38 of 2005

Although we have used our best endeavors to supply a list of applicable legislation, it is possible that this list may be incomplete. Whenever it comes to our attention that existing or new legislation allows a Requester access on a basis other than as set out in PAIA, we shall update the list accordingly.

6.2. The Organisation may collect information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

- 6.2.1. Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic, or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, and birth of the person.
- 6.2.2. Information relating to the education or the medical, financial, criminal or employment history of the person.
- 6.2.3. Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other assignment to the person.
- 6.2.4. The biometric information of the person.
- 6.2.5. The personal opinions, views, or preferences of the person.
- 6.2.6. Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
- 6.2.7. The views or opinions of another individual about the person; and
- 6.2.8. The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

6.3. The purpose of processing such personal information:

- 6.3.1. Will be collected in accordance with the requirements of POPIA and will be ordinarily disclosed, explicitly or implicitly, at the time the personal information is collected; and
- 6.3.2. It is to provide you with information, products, or services you request from us, to refer you to an appropriate third-party service provider, to communicate with you, to provide you with support, dealing providing services and/or products, procurement purposes, records management, security, employment, and related matters.

6.4. The Organisation collects personal information from the following categories of Data Subjects (this list is not exhaustive):

- 6.4.1. Organisations employees, volunteers, contractors
- 6.4.2. Any third parties with whom the Organisation conducts business.
- 6.4.3. Suppliers to the Organisation.
- 6.4.4. Statutory or regulatory bodies and associations.

6.5. The Organisation may share personal information with the following categories of recipients (this list is not exhaustive):

- 6.5.1. Statutory bodies and regulators
- 6.5.2. Any court, administrative or judicial forum, arbitration, statutory commission, or ombudsman making a request for personal information or discovery in terms of the applicable rules.
- 6.5.3. SARS, or another similar authority.
- 6.5.4. Anyone making a successful application for access in terms of PAIA or POPIA.
- 6.5.5. Third party service providers (other than those who we refer you to), who provide services or conduct work on our behalf and instruction.
- 6.5.6. Subject to the provisions of POPIA and other relevant legislation, we may share information about a client's creditworthiness with any credit bureau or credit providers industry association or other association for an industry in which we operate.
- 6.5.7. Planned transborder flows of personal information

6.5.8. If a Data Subject visits the Organisation's website from a country other than South Africa, the various communications will necessarily result in the transfer of information across international boundaries.

6.5.9. We may need to transfer a Data Subject's information to service providers in countries outside South Africa, in which case it will fully comply with applicable data protection legislation.

6.6. Animal Anti-Cruelty League-Johannesburg takes extensive information security measures to ensure the confidentiality, integrity, and availability of personal information in our possession. We take appropriate technical and organizational measures designed to ensure that personal data remains confidential and secure against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

7. HOW TO REQUEST ACCESS TO INFORMATION

7.1. Request Prerequisites

7.1.1. The Organisation maintains records on the categories and subject matters listed above. No guarantee can be made that an access request to those categories and subject matters will be granted, and requests will be given due consideration on a case-by-case basis.

7.1.2. According to PAIA, a person may only make a request to access information where such information is required to exercise or protect a legitimate right. For a request to be considered, a person must provide sufficient particulars to enable the Information Officer to identify the requested information 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 an individual's rights is subject to justifiable limitations, including the reasonable protection of privacy, commercial confidentiality, and effective, efficient, and good governance.

7.1.3. 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.

7.1.4. All requests in terms of PAIA and this Manual must be addressed to the Information Officer using the details provided in **Section 3**.

7.2. Access Request Procedures

To facilitate your request for access to information, the requester should follow these steps:

7.2.1. A request should be made on the **prescribed form only**. This form should be submitted to the Information Officer directly, wherever possible, via post, email or by hand.

7.2.1.1. If any request for access to information does not comply with the formalities as prescribed by PAIA, it shall be returned to you.

7.2.1.2. POPIA provides that a Data Subject may, upon proof of identity, request confirmation of, 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. In this instance, the requester should complete the **Personal Information Access Request Form (Annexure B)**.

7.2.1.3. POPIA provides that a Data Subject may object, at any time, to the processing of personal information by the Organisation, on reasonable grounds relating to their situation, unless legislation provides for such processing. In such instance, the requester should complete and submit the **Objection to the Processing of Personal Information Form (Annexure C)**.

7.2.1.4. A Data Subject may also request that the Organisation 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 the Organisation is no longer authorised to retain records in terms of POPIA's retention and restriction of records provisions. In this instance, the requester should complete and submit the **Request for Correction or Deletion of Personal Records Form (Annexure D)**.

- 7.2.2. **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.
- 7.2.3. POPIA also provides that where the Data Subject is **required to pay a fee** for services provided to them, the full amount will be payable in advance of any service being provided and the Organisation must provide the Data Subject with a written confirmation of payment.
- 7.2.4. As per the conditions of PAIA, the Organisation is entitled 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.
- 7.2.5. The fee for requesting access to information from a private body is R50.
- 7.2.6. The fees for the reproduction of a personal record as referred to in Section 52 are as follows:

A4 single photocopy page or part thereof	R 2.00
A4 printed page or part thereof	R 2.00
Copy of a compact disc or memory stick (provided by requestor)	R70.00
A4 transcript of visual images page or part thereof	R40.00
Copy of visual images	R60.00
A4 transcript of audio record page or part thereof	R24.00
Copy of an audio record	R40.00
- 7.2.7. The Information Officer, **as soon as reasonably possible, shall decide whether or not to grant the request**. The requester will be notified of the decision in a manner indicated by the requester.
- 7.2.8. 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 assuming payment has been received in full.
- 7.2.9. If the request contains considerations that are of such a nature that an extension of the time limit is needed, you will be notified, together with reasons thereof, for a further period not exceeding 30 (thirty) days.
- 7.2.10. The Organisation will advise the requester of:
 - 7.2.10.1. The relevant access fee to be paid.
 - 7.2.10.2. In what format access will be provided; and
 - 7.2.10.3. The appeal process with the Information Regulator against the access fee format granted.
- 7.2.11. If **the access request is refused**, the Information Officer will advise the requester in writing of the refusal and the reasons thereof. Any fees paid already will be refunded to the requester within 7 (seven) days.
- 7.2.12. If the Information Officer fails to respond to the requester within the prescribed 30 (thirty) days, it will be deemed that the request has been refused.
- 7.2.13. The requester may lodge a complaint with the Information Regulator against the refusal of the request.
- 7.2.14. Section 70 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.
- 7.2.15. If the request for access to **information affects a third party**, then such a 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.

7.3. GROUNDS FOR REFUSAL OF ACCESS AND PROTECTION OF INFORMATION

There are various grounds upon which a request for access to a record may be refused. These grounds include, but are not limited to:

- 7.3.1. The protection of personal information of a third person (who is a natural person) from unreasonable disclosure.
- 7.3.2. The protection of commercial information of a third party (financial, commercial, scientific or technical information that may harm the commercial or financial interests of a third party);
- 7.3.3. If disclosure would result in the breach of a duty of confidence owed to a third party.
- 7.3.4. If disclosure would jeopardize the safety of an individual or prejudice or impair certain property rights of a third person.
- 7.3.5. If the record was produced during legal proceedings unless that legal privilege has been waived.
- 7.3.6. If the record contains trade secrets, financial or sensitive information or any information that would put the Organisation at a disadvantage in negotiations or prejudice it in commercial competition; and/or
- 7.3.7. If the record contains information about research being carried out or about to be carried out on behalf of a third party or by the Organisation.

7.4. REMEDIES AVAILABLE UPON REFUSAL OF ACCESS

- 7.4.1. There is no internal appeal procedure that may be followed after a request to access information has been refused. The decision made by the Information Officer is final. In the event that you are not satisfied with the outcome of the request, you are entitled to lodge a complaint with the Information Regulator.
- 7.4.2. 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 appeal the decision with the Information Regulator. If no appeal has been lodged by the third party within 30 (thirty) days, you must be granted access to the record.

7.5. DATA BREACH

- 7.5.1. Where you have reason to believe that there has been a suspected or confirmed data breach, please complete the Data Breach Report Form (**Annexure E**) and hand it to the Information Officer for review.

ANNEXURE A - DEFINITIONS

“Client” Any natural or juristic person that received or receives service from the Animal Anti-Cruelty League Johannesburg.

“PAIA” is the Promotion of Access to Information Act 2 of 2000.

“POPI” or **“POPIA”** is the Protection of Personal Information Act 4 of 2013.

“Information Regulator” is the regulator established to govern compliance of the Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

A **“Data Subject”** means the person to whom personal information identifies.

“Information Officer” refers to the head of the Organisation.

“Private body” means:

- A former or existing juristic person but excludes a public body.
- A natural person who carries or has carried on any trade, business, or profession, but only in such capacity.
- A partnership which carries or has carried on any trade, business, or profession.

A **“Third Party”**, in relation to a request for access to information held, means any person other than the requester.

“Operator” means any person or entity that processes Personal Information on behalf of the Responsible Party.

A **“Record”** is any recorded information regardless of the form or medium, in the possession or under the control of the entity irrespective of whether or not it was created by themselves.

“Personal Information” means information that is about any individual, or from which any individual is directly or indirectly identifiable, by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that individual.

“Process”, **“Processing”** or **“Processed”** means anything that is done with any Personal Information, whether by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure, or destruction.

“Responsible Party” means the entity that decides how and why Personal Information is processed.

“Sensitive Personal Information” means Personal Information about race or ethnicity, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health, sexual life, any actual or alleged criminal offences or penalties, national identification number, or any other information that may be deemed to be sensitive under applicable law.

"Service Provider" – third party providers of various services whom we engage, including, but not limited to, providers of information technology, communication, file storage, data storage, copying, printing, accounting, or auditing services, human resource consultation services, translators, taxation consultants and our insurers and professional advisors.

"Website" means any website operated, or maintained, by us or on our behalf.

"Cookie" means a small file that is placed on your device when you visit a website. In this Policy, a reference to a "Cookie" includes analogous technologies such as web beacons and clear Graphic Interchange Format files ("GIFs").

ANNEXURE B

PERSONAL INFORMATION ACCESS REQUEST FORM

(In accordance with the Promotion of Information Act No 2 of 2000)

Please submit the completed form to the Information Officer directly, wherever possible.	
Information Officer's (IO) Full Name:	
IO's Contact Number:	
IO's Email Address:	

Please be aware that **proof of identification** will be required from the requester, prior to processing your request. Depending on the request, there may also be a reasonable charge applicable for providing copies of any information requested. This will be communicated to you prior to processing your request. **Any supporting documentation in relation to this request must be attached.**

Data Subject/ Requester's Particulars	
Full Name:	
Identity Number:	
Residential or Postal Address:	
Contact Number:	
Email Address:	
Relationship to Responsible Party: <i>(NB: proof of capacity in which the request has been made, if applicable, must be attached)</i>	
Preferred Communication Method:	
Data Subject/ Requester's Particulars (if legal entity)	
<i>This section should only be completed if a request is being made by a legal entity.</i>	
Name of Entity:	
Registration Number:	
Postal Address:	
Contact Person:	
Contact Number:	
Email Address:	
Data Subject's Particulars (if request has been made on behalf of them)	
<i>This section should only be completed if a request is being made on behalf of another person.</i>	
Full Name:	
Identity Number:	
Residential or Postal Address:	
Contact Number:	
Email Address:	
Relationship to Responsible Party: <i>(NB: proof of capacity in which the request has been made, if applicable, must be attached)</i>	

Description of records or relevant parts of the record requested:
<i>Provide full particulars of the record to which access is requested, including the reference number, if known,</i>
<i>To enable the record to be requested. Please use a separate page if you need additional space.</i>

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: _____

FORM OF ACCESS TO RECORD

Indicate in which form record is required by marking the appropriate box 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

If you requested a copy or transcription of a record (above) do you wish the copy of transcription to be couriered to you? Note that courier cost 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/>

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the space provided is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all folios

1. Indicate the right to be exercised or protected:

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

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 of20....

.....

PRINT NAME OF REQUESTOR

.....

REQUESTOR'S SIGNATURE

YOU MUST

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

SEND WITH THIS APPLICATION

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

ANNEXURE 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:	
Identity Number	
Residential, postal or business address:	
	Postal Code ()
Contact number(s):	
E-mail address:	
Relationship to Responsible Party:	

Signed at..... on this day of20....

.....

PRINT NAME OF REQUESTOR

.....

REQUESTOR'S SIGNATURE

YOU MUST

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

SEND WITH THIS APPLICATION

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

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:	
Identity Number:	
Residential, postal or business address:	
	Postal Code ()

Contact number(s):	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Postal Code ()
Contact number(s):	
E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	<p>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</p> <p>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.</p> <p><i>(Please provide detailed reasons for the request)</i></p>

Signed at..... on this day of20....

.....

PRINT NAME OF REQUESTOR

.....

REQUESTOR’S SIGNATURE

YOU MUST

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

SEND WITH THIS APPLICATION

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

ANNEXURE E

DATA BREACH REPORT FORM

Animal Anti-Cruelty League - Johannesburg is committed to protecting your privacy and the confidentiality of your personal information. We are bound by the Protection of the Personal Information (POPI) Act and take any data incidents or breaches very seriously. Any suspected or confirmed breaches will be investigated thoroughly as per the procedures set out in the Organisations Breach Management Framework.

Any supporting documentation in relation to this complaint must be attached and all witnesses must submit a full account in writing.

Please submit the Report Form to the Information Officer directly, wherever possible.	
Name:	
Contact Number:	
Email Address:	

Notification of Data Breach	
Date/s of Breach:	
Date Incident discovered:	
Full Name of person reporting incident:	
Contact Number of person reporting incident:	
Email Address of person reporting incident:	
Data Subject/s affected (if known):	
Who did you report this Incident to:	
Who witnessed this incident:	
Are witness statements included:	

[illegible]

What action has already been taken since the breach was discovered?

Signature of Person Reporting Breach

Date

For Information Officer to complete:	
Date Breach Report Form received:	
Report received by:	
Date:	
Investigation Findings:	
Action taken:	
Was breach reported to Information Officer & Data Subject/s:	