ANIMAL LAW REFORM
SOUTH AFRICA

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (AS AMENDED)

ANIMAL LAW REFORM SOUTH AFRICA ("ALRSA")

DRAFT AS AT JUNE 2026

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1. INTRODUCTION

Animal Law Reform South Africa ("**ALRSA**") is a **Non-Profit Company (NPC Number 2017/3309308/08)** and registered **Non-Profit Organisation (NPO Number 208-234 NPO)**.

Utilising the law as our tool, we work on intersectional issues to ensure justice for all who require it. Through our main pillars (Animal Flourishing; Social Justice and Law), as well as through collaboration, we aim to achieve incremental change for animals. people, and the planet and ensure that the interests of vulnerable beings are accounted for in the legal system.

For more information about ALRSA and our work, see our website at: www.animallawreform.org

2. LIST OF ACRONYMS AND ABBREVIATIONS

2.1. **"ALRSA"**	Animal Law Reform South Africa;
2.2. **"DIO"**	Deputy Information Officer;
2.3. "**IO**"	Information Officer;
2.4. "**Minister**"	Minister of Justice and Constitutional Development;
2.5. "**PAIA**"	Promotion of Access to Information Act 2 of 2000 (as amended);
2.6. "**POPIA**"	Protection of Personal Information Act 4 of 2013;
2.7. "**Regulator**"	Information Regulator; and
2.8. "**Republic**"	Republic of South Africa.

3. KEY DEFINITIONS

TERM	DEFINITION
Information Officer	means the head of a private body or the person designated by the head of the private body to act as the official information officer
Deputy Information Officer	means the person to whom any power or duty conferred or imposed on an Information Officer has been delegated
Information Regulator	means the Regulator established in terms of Section 39 of POPIA, and having powers and functions under POPIA and PAIA
Person	means a natural person or a juristic person
Personal Information	means information relating to an identifiable, living, natural person, and where it is applicable,

TERM	DEFINITION
	an identifiable, existing juristic person, including, but not limited to: 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; information relating to the education or the medical, financial, criminal or employment history of the person; any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person, the biometric information of the person; the personal opinions, views or preferences of the person; 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; the views or opinions of another individual about the person; and 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
Request for Access	means a request for access to a record of the organisation in terms of section 50 of PAIA

4. PURPOSE OF A PAIA MANUAL

PAIA gives effect to section 32 of the Constitution of the Republic of South Africa, 1996 ("**Constitution**"), which provides that everyone has the right to access information held by the State or any other person (or private body), when that information is required for the exercise or protection of any rights. The purpose of this PAIA Manual is to assist members of the public in exercising their rights to access information held by ALRSA and to understand how ALRSA processes and protects personal information.

Specifically, this Manual enables requesters to:

- identify the records that are available without submitting a formal PAIA request;

- understand the categories of records held by ALRSA and how to request access to them;
- identify records that are held by ALRSA in terms of other applicable legislation;
- obtain the contact details of the Information Officer and Deputy Information Officer;
- access the Information Regulator's PAIA Guide;
- understand the categories of personal information processed by ALRSA, the purposes for which it is processed, and the categories of data subjects to whom it relates;
- identify the recipients with whom personal information may be shared, including any cross-border transfers where applicable; and
- understand the general measures implemented by ALRSA to safeguard personal information.

A requester is invited to contact the Information Officer should he or she require any assistance in respect of the use or content of this Manual.

5. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF ALRSA

Please note that ALRSA operates on a remote basis and thus there is no designated physical office at which the Information Officer or Deputy Information Officer may be located. Kindly direct any request for access to information to the below email addresses.

Registered Address	115 Catalina 285 Corlett Drive Kew, Johannesburg Gauteng 2090
Postal Address:	115 Catalina 285 Corlett Drive Kew, Johannesburg Gauteng 2090
Phone Number:	079 553 9337
Email Address:	contact@animallawreform.org
Fax Number:	N/A
Website:	www.animallawreform.org

5.1. Information Officer Contact Details

Name:	Ms Michaela Tafani-du Preez
Title/ Position at ALRSA:	Attorney and Programmes Lead
Phone Number:	079 553 9337
Fax Number:	N/A
Email Address:	michaelatafani@animallawreform.org / contact@animallawreform.org

5.2. Deputy Information Officer Contact Details

Name:	Dr Tarryn Bannister
Position at ALRSA:	Lawyer and Programme Lead: Corporate Accountability
Phone Number:	079 553 9337
Fax Number:	N/A
Email Address:	tarrynbannister@animallawreform.org / contact@animallawreform.org

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

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

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

7. CATEGORIES OF RECORDS OF/ HELD BY ALRSA WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT

The following records held by ALRSA are available without a person having to formally request access. These are records that may be available on ALRSA's website and a person may download or request telephonically or by sending an email or a letter.

Category of Records	Available on Website	Available upon request
Legislation (and relevant research) pertaining to the environment and animals		X

Category of Records	Available on Website	Available upon request
Court judgments on matters that relate to / impact environmental law / animal law		X
Submissions made by ALRSA to relevant stakeholders including government bodies, statutory bodies and other stakeholders	X	X
Reports, papers and other documents created by ALRSA	X	X
Media releases issued by ALRSA		X

8. RECORDS HELD BY ALRSA AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

8.1. ALRSA compiles, keeps and, where required, submits certain documents in compliance with national legislation. These documents can be categorised as follows:

8.1.1. **Constitutional documents**: ALRSA's certificate of incorporation and memorandum of incorporation;

8.1.2. **Governance documents**: Records pertaining to the appointment of directors/ auditors/ financial officers and other officers, board resolutions, and minutes of meetings of board of directors meetings;

8.1.3. **Financial records:** Financial documentation maintained in compliance with applicable legislation, including accounting records, invoices and supporting expenditure documentation, bank statements, management accounts, budgets, and annual financial statements (whether audited or independently reviewed, where applicable);

8.1.4. **Employment records:** Records relating to the employment relationship, including employment agreements, remuneration information, leave records, performance evaluations, disciplinary documentation, and records maintained for statutory obligations such as unemployment insurance and compensation for occupational injuries and diseases; and

8.1.5. **Tax records**: Documentation maintained and statutory returns submitted to comply with applicable taxation laws, including income tax and any other relevant tax legislation.

8.2. ALRSA also compiles and keeps other documents without any statutory obligation, including funding and operational contracts.

8.3. Some of the documents listed in 8.1 above may be available to appropriate requesters under PAIA in appropriate circumstances, and may be redacted as appropriate and in accordance with POPIA.

9. DESCRIPTION OF THE SUBJECTS ON WHICH ALRSA HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT BY ALRSA

The table below describes the subjects in respect of which the body holds records and the categories of records held on each subject. Some of the documents listed may be available to appropriate requesters under PAIA in appropriate circumstances, and may be redacted as appropriate and in accordance with POPIA.

Subject on which ALRS holds records	Categories of records
Administration & Operational Records (as may be required for the day to day running of ALRSA)	Asset register; internal and external correspondence; meeting minutes; organisational policies and procedures; strategic and business plans; operational records; project records; publications; electronic databases and photo library
Financial Records	Budgets; accounting records; invoices and payment records; bank and investment statements; management accounts; annual financial statements; auditor's reports; tax and VAT records
Fundraising and Donor Relations	Donor and funder records; grant applications and agreements; fundraising campaigns; direct marketing records; mailing lists; event and function records
Governance	ALRSA's founding documents; board meeting minutes; board resolutions; governance policies; records relating to directors, officers and auditors
Information Technology	Hardware and software records; electronic systems; databases; data storage and backup records; information security documentation
Human Resources	Recruitment records; employment contracts; employee records; remuneration and leave records; performance management; employment equity documentation; HR policies and procedures
Stakeholder Correspondence and Communications	Stakeholder correspondence, submissions, requests, responses, and related communications received through any channel, including direct engagement, online sources and/or via PAIA request(s)

Subject on which ALRS holds records	Categories of records
Legal and Compliance	Commercial contracts; agreements; memoranda of understanding; insurance policies; annual compliance reports
Marketing and Media Engagement	Marketing and communication strategies; media releases; publications; website content; social media content; promotional materials; media monitoring records.

10. ACCESS TO RECORDS HELD BY ALRSA

It should be noted that any and all records, whether specifically listed herein or not, shall only be made available subject to the provisions of PAIA and/or POPIA.

10.1. How to Request Access to Records from ALRSA

The requester must make use of the prescribed form to make the request, a copy of which is attached as **ANNEXURE B** to this manual. The request must be made to the Information Officer, preferably electronically, to the contact details of ALRSA provided herein.

The requester must:

i. Provide sufficient detail in the request to enable the Information Officer and/or Deputy Information Officer to identify the record or records requested and the requestor.

ii. Indicate which form of access is required.

iii. Specify a postal address or fax number in South Africa, or an e-mail address. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

iv. Identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

v. Submit proof, to the satisfaction of the head of the private body, of the capacity in which the requester is making the request if a request is made on behalf of another.

Completed request forms together with the request fee (if applicable) should be submitted to the Information Officer as described under **item 5 (KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF ALRSA).**

Please note that ALRSA operates on a remote basis and thus there is no designated physical office at which the Information Officer or Deputy Information Officer may be located. The request for access to records will deem to have been made once the form has been received by one or more of the email addresses provided.

10.2. Fees

Requesters are advised that, in terms of section 54 of PAIA, ALRSA may require payment of a prescribed request fee before further processing a request. Where the search for, or preparation of, a record is expected to take longer than the prescribed threshold, a deposit may be requested in accordance with section 54. If a request is refused after a deposit has been paid, the deposit must be refunded. The requester may also challenge any request fee or deposit by complaint to the Information Regulator or by court application, in the manner and within the period provided for in PAIA.

Should you require greater clarity, please consult the Regulator's **Guide on how to use PAIA**.

11. PROCESSING OF PERSONAL INFORMATION

11.1. Purpose of Processing Personal Information:

11.1.1. Administration - including of ALRSA personnel

11.1.2. Record-keeping

11.1.3. Provision of services to relevant stakeholders

11.1.4. Management of relationships with and obligations to stakeholders

11.1.5. Fulfilment of ALRSA's mission (including corporate, industry, government [and other] accountability]

11.2. Categories of Data Subjects and Information

Categories of Data Subject	Personal Information Which May Processed
Potential, Current and Past Employees	Names and surnames, ID numbers, contact details, demographics, gender, marital status, pregnancy, financial information (bank account), employment history, educational information, language, photographs, tax information, email addresses
Consultants / Service Providers / Partners / Agents / Volunteers / Interested Parties	Name and registration numbers, contact details, company documents, tax information, authorised persons /

Categories of Data Subject	Personal Information Which May Processed
	signatories, phone numbers, bank account details, email addresses
Other External Stakeholders	Correspondence, submissions, requests, responses, engagement records, meeting notes, and related communications, names, registration numbers, ID numbers, telephone numbers, email addresses
Donors / Bequests	Bank account details, wills/ testaments, names and surnames, ID numbers, telephone numbers, email addresses
Directors	Names and surnames, email addresses, phone numbers, social media handles

11.3. Recipients to Whom Personal Information May be Supplied

11.3.1. Government and Regulatory bodies;

11.3.2. Financial Institutions;

11.3.3. Suppliers and Service Providers; and

11.3.4. Agents, representatives, and employees

11.4. Trans-Border Flows of Personal Information

ALRSA may transfer the Personal Information of a data subject to a third party in a foreign country, if:

i. The third party receiving the information is subject to a law, binding corporate rules or a binding agreement which provides adequate protection of the Personal Information; or

ii. The data subject consents to the transfer; or

iii. The transfer is necessary for the performance of a contract between the data subject and ALRSA or the implementation of pre-contractual measures taken in response to the data subject's request; or

iv. The transfer is necessary for the conclusion or performance of a contract in the interest of the data subject between ALRSA and the third party; or

v. The transfer is for the benefit of the data subject, and it is not reasonably practicable to obtain consent of the data subject, and if it were reasonably practicable to obtain consent, the data subject would be likely to give consent.

11.5. Information Security Measures

ALRSA implements appropriate technical and organisational measures to safeguard personal information against unauthorised access, loss, alteration, destruction, or disclosure, including access restrictions, password protection, two-factor authentication, secure storage, backups, confidentiality undertakings, and secure retention and disposal procedures.

We are in the process of developing specific policies (internal and external) to ensure heightened security and information protection systems.

11.6. Objection to the Processing of Personal Information

Any person to whom Personal Information in the possession of ALRSA relates (the "data subject"), may at any time submit an objection to the processing of their Personal Information by completing the prescribed form attached as **Annexure C** hereto. The Information Officer will provide reasonable assistance as necessary to the data subject, free of charge, to enable the data subject to make the objection.

11.7. Request for Correction or Deletion of Personal Information

A data subject may at any time request the correction or deletion of their Personal Information or the deletion or destruction of a record of Personal Information by completing the prescribed form attached as **Annexure D** hereto. The Information Officer will provide reasonable assistance as necessary to the data subject, free of charge to enable the data subject to complete the form.

12. AVAILABILITY OF THE MANUAL

A copy of this manual is available:

12.1. On the website of ALRSA at www.animallawreform.org.

12.2. To any person upon request and upon the payment of a reasonable prescribed fee; and

12.3. To the Information Regulator upon request.

The manual will be updated on a regular basis, and the dates for each respective update will be reflected on the latest version of the manual.

13. UPDATING OF THE MANUAL

The manual will be updated on a regular basis, and the dates for each respective update will be reflected on the latest version of the manual.

14. PRESCRIBED FEE STRUCTURE AND APPLICATION FORM IN RESPECT OF PRIVATE BODIES

The fee structure and the application form are prescribed under PAIA and are attached to this manual. It is also available from:

i. The Government Gazette ;

ii. The website of the Department of Justice and Constitutional Development (www.doj.gov.za) (section: "regulations"); and

iii. The Information Regulator website (https://inforegulator.org.za/docs.html).

15. GROUNDS OF REFUSAL

ALRSA is committed to transparency but must balance this against its legal and ethical obligations to protect vulnerable individuals, confidential information, and the integrity of its research and advocacy activities. That framing reflects both PAIA and the organisation's broader mission to protect people, animals and the planet. Keeping in mind the overarching public interest override protected under section 70 of PAIA, below are the guidelines informing ALRSA's possible grounds of refusal.

In accordance with PAIA, ALRSA may refuse access to information on the following grounds:

i. **Personal information of third parties who are natural persons**, particularly when it impacts safety and security. For example, the identity of complainants, whistleblowers, donors (where personal information is involved), staff records, witness identities, security procedures or fieldworker locations. (See sections 63 and 66 of PAIA).

ii. **Commercial information of third parties**: Confidential contracts with consultants, supplier pricing, confidential donor agreements, proprietary research supplied by partners. (See section 64 of PAIA).

iii. **Confidential information supplied by third parties**: Information provided by community organisations, partner NGOs, government departments or international organisations under confidentiality arrangements. (See section 65 of PAIA)

iv. **Privileged records**: Legal opinions, litigation strategy, correspondence with attorneys. (See section 67 of PAIA).

v. **Commercial information of ALRSA itself**: Tender strategies, fundraising plans, unpublished research, confidential project methodologies, strategic plans not yet released publicly. (See section 68 of PAIA).

vi. **Research information**: Unpublished research, field notes, interview transcripts, ethics-protected research data, draft reports awaiting publication. (See section 69 of PAIA).

16. REMEDIES AVAILABLE WHERE ALRSA REFUSES A REQUEST FOR ACCESS TO INFORMATION

The requester may lodge a complaint with the Information Regulator using the prescribed form (available **here**) and email the completed form to PAIAComplaints@infoRegulator.org.za.

The requester may make an application to court within 180 days of ALRSA's refusal in terms of section 78 of PAIA (the rules of court are available **here**).

Issued by

Michaela Tafani-du Preez (Information Officer)

Attorney & Programmes Lead

Animal Law Reform South Africa

Duly authorised to act as such by Amy P. Wilson

Executive Director and Co-Founder:

Animal Law Reform South Africa

ANNEXURE A

FEES IN RESPECT OF PRIVATE BODIES

Item	Description	Amount
1.	The request fee payable by every requestor	R140.00
2.	Photocopy / printed black and white copy of each A4-size page (per page or part thereof)	R2.00
3.	Printed copy of A4-size page (per page or part thereof)	R2.00
4.	For a copy in a computer-readable form on: (i) Flash drive (to be provided by the requestor). (ii) Compact disc a. If provided by the requestor; b. If provided to the requestor.	 R40.00 R40.00 R60.00
5.	For the transcription of visual images per A4-size page.	Service to be outsourced, dependent on quotation from Service Provider.
6.	Copy of visual images	Service to be outsourced, dependent on quotation from Service Provider.
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: (i) Flash Drive (to be provided by requestor) (ii) Compact Disc a. If provided by the requestor; b. If provided to the requestor.	 R40.00 R40.00 R60.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R145.00

Item	Description	Amount
	To not exceed the total cost of	R435.00
10.	Deposit: if search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer.	Actual expense, if any.

ANNEXURE B

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

Animal Law Reform South Africa (ALRSA)

Mail to:

115 Catalina
285 Corlett Drive
Kew, Johannesburg
Gauteng
2050

Or deliver to:

115 Catalina
285 Corlett Drive
Kew, Johannesburg
Gauteng
2050

Or fax to: **N/A**

Or e-mail to: contact@animallawreform.org **(as an attachment)**

Attention: **The Information Officer**
Ms Michaela Tafani-du Preez

B. Particulars of person requesting access to the record

(a) The particulars of the person who requests access to records must be given below.

(b) The address and/or fax number in South Africa to which the information is to be sent mu be given.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname:

_____

_____

Identity number:

_____

_____

Postal Address:

_____

_____

_____

_____

_____

Postal Code:

_____

_____

Telephone Number:

_____

_____

Fax Number:

_____

_____

E-mail address:

_____

_____

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

_____

_____

_____

_____

C. Particular of persons on whose behalf request is made

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

Full names and surname:

_____

_____

_____

Identity number:

_____

_____

D. Particulars of record

(a) Provide full particulars / details of the record to which access is requested, including t reference number if that is known to you, to enable the record to be located.

(b) If the provided space is inadequate, please continue on a separate page and attach it this form. **The requestor must sign all the additional pages.**

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

_____

_____

_____

_____

_____

2. **Reference number, if available:**

_____

3. **Any further particular of record:**

_____

_____

_____

_____

E. Fees

(a) A request for access to a record, other than a record containing personal informati about yourself, will be processed only after a request fee of R140.00 has been paid.

(b) The fee payable for access to a record depends on the form in which access is required a the reasonable time required to search for and prepare a record.

(c) If you qualify for exemption of the payment of any fee, please state the reason f exemption.

Reason for exemption from payment of fees:

_____

_____

_____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of acc provided for in 1 to 4 hereunder, state your disability and indicate in which form the record required.

Disability:	**Form in which records 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 t record is available.

(b) Access in the form requested may be refused in certain circumstances. In such a case you w be informed if 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 whi access is required.

1. If the record is in written or printed form:

	Copy of record		Inspection of record

2. If record consists of virtual images

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

	view the images		Copy of the images		Transcription of t images

3. If records consist of recorded words or information which can be reproduced sound:

	Listen to soundtrack (audio cassette)		**Transcription of the soundtrack** (written or printed document)

4. If record is held on computer or in electronic or machine-readable form:

	Printed copy of record		Printed copy information derived from t record		Copy in computer readable form (stiffy or compact disc)

If you required a copy or transcription or stiffy / compact disc of a reco (above), do you wish the copy or transcription to be posted to you? **Postage is payable.**	YES	NO

G. Particulars of rights to be exercised or protected

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

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

   _____
   _____
   _____

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

   _____
   _____
   _____

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/ denied. If you wish be informed in another manner, please specify the manner the provide the necessary particula to enable compliance with your request.

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

_____
_____

Signed at: _____this _____day of_____20____

_____

SIGNATURE OF REQUESTOR/
PERSON ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE C

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 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 applicable.**

A	DETAILS OF DATA SUBJECT
Name(s) ar surname/registered nar of data subject:	
Unique Identifier Identity Number	
Residential, postal business address:	
	Code( )
Contact numbers(s):	
Fax Number /E-ma Address:	
B	**DETAILS OF RESPONSIBLE PARTY**
Name(s) and surname Registered name responsible party:	
Residential, postal business address:	

	Code( )
Fax number / E-ma address:	
C	**REASONS FOR OBJECTION IN TERMS OF SECTIO 11(1)(d) to (f)** (Please provide detailed reasons for objection)

Signed at ..... this.....day of.....20.....

.....

Signature of data subject /designated person

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

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 applicable.**

Mark the appropriate box with an "X"

Request for:

☐ Correction or deletion of the personal information about a data subject which is in possession or under 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 the information.

A	DETAILS OF DATA SUBJECT
Name(s) and surnar /registered name data subject:	
Unique Identifier Identity Number	
Residential, postal 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	**INFORMATION TO BE CORRECTED / DELETED / DESTRUCTED / DESTROYED**
C	**REASONS FOR CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY; and or REASONS FOR DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(B) WHICH**

	THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. (Please provide detailed reasons for the request)

Signed at .....this.....day of.....20.....

.....

Signature of data subject / designated person

ANNEXURE E:

COMPLAINTS TO THE INFORMATION REGULATOR

1. Right to Lodge a Complaint

If a requester is dissatisfied with the decision of the ALRSA's Information Officer regarding a request for access to records, or if ALRSA fails to respond to the request within the time prescribed by the Promotion of Access to Information Act 2 of 2000 (PAIA), the requester may lodge a complaint with the Information Regulator.

In terms of **section 77A of PAIA**, a requester or third party may submit a complaint to the Information Regulator in the prescribed manner before approaching a court, where applicable.

2. Prescribed Complaint Form

Complaints must be submitted using **Form 5 (Complaint Form)** as prescribed in **Regulation 10 of the Regulations Relating to the Promotion of Access to Information, 2021** (Government Notice R757, Government Gazette 45057 of 27 August 2021).

3. Information to Include

A complaint should generally include:

- the complainant's personal contact details;
- details of the organisation (ALRSA) against whom the complaint is made;
- details of the PAIA request and any correspondence/ response received;
- the reasons for the complaint; and
- any supporting documentation.

4. Contact Details of the Information Regulator

Information Regulator (South Africa)

Website: https://inforegulator.org.za

eServices Portal: https://eservices.inforegulator.org.za