

Appendix D - FORM 2

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

Mark the appropriate box with an "x".

Request for:

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

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	

	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ 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)</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.....

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Signature of data subject/ designated person

DATA SUBJECT ACCESS REQUEST POLICY AND FORM

1. RECEIPT OF SUBJECT ACCESS REQUESTS

- 1.1. A Subject Access Request may be received by Merafe Resources Limited in any of a number of different forms, including a telephone call, email or letter requesting access to personal information. Subject Access Requests generally tend to originate from current or past employees, job applicants, clients or third parties acting on their behalf (particularly where criminal or civil proceedings are involved).
- 1.2. In the first instance, it may not always be clear that a data subject is making a Subject Access Request. Therefore it is important to be familiar with this policy to be able to identify a Subject Access Request.
- 1.3. If you receive what you believe to be a Subject Access Request in any form then it is important that you forward a copy of the request to the IO immediately, who will manage the Subject Access Request.
- 1.4. In the case of a telephone call, it is best practice to inform the data subject that his/her/its request for information must be made in writing and cannot be processed otherwise. You should also notify the IO that the phone call has taken place.
- 1.5. Once you have passed the request on to the IO and have received an acknowledgment that it has been received, responsibility for processing the Subject Access Request will be managed by the IO and individuals from the relevant department within Merafe (as applicable).

2. TIME PERIOD FOR THE RESPONSE

- 2.1. Merafe must respond to a valid Subject Access Request within a reasonable period but always within 30 days.
- 2.2. Where a Subject Access Request is missing any of its required elements, it is essential that a prompt request for the missing part(s) is sent back to the data subject asking for the missing elements.
- 2.3. Once all of the requirements set out above have been met and the request has become a valid Subject Access Request, the stated period for providing a formal response must be complied with.

3. WHO IS ENTITLED TO MAKE A SUBJECT ACCESS REQUEST?

- 3.1. Any data subject is entitled to make a Subject Access Request to Merafe. Merafe will typically receive Subject Access Requests:
 - 3.1.1. from its employees or former employees or job applicants;
 - 3.1.2. from an individual working for a supplier or a supplier;
 - 3.1.3. from a customer who is an individual or a customer; or
 - 3.1.4. from an individual that has used Merafe website.
- 3.2. These individuals and entities have a right to be informed by Merafe whether personal information about them is being processed. If personal information is being processed in almost any way by Merafe then the data subject is entitled to be given any of the following information:
 - 3.2.1. a description of the personal information held; and
 - 3.2.2. an indication of all the third parties or categories of third parties who have or have had of access to the information.

Validity of a Subject Access Request

- 3.3. It is necessary to confirm that the Subject Access Request is valid. The validity of a Subject Access Request will depend on the format and content of the Request. A valid Subject Access Request:
 - 3.3.1. is in writing to Merafe physical or postal address, fax number or e-mail address;
 - 3.3.2. provides sufficient information to allow the identification of the data subject in requesting the personal information and the information requested;
 - 3.3.3. indicates the form in which the information should be provided;
 - 3.3.4. specifies an address, fax number or email address of the data subject in South Africa; and
 - 3.3.5. includes sufficient identification of the data subject to which the Subject Access Request relates.

4. **WHICH INFORMATION THAT IS FOUND IN THE SEARCH MUST BE DISCLOSED AND WHAT CAN MERAFAE REFUSE TO DISCLOSE?**

4.1. A Subject Access Request only entitles the data subject to access personal information about himself/herself. In general, personal information about an data subject is required to be disclosed if it identifies that data subject.

4.2. However there are important exemptions which may apply. These exemptions apply to very specific information and are complex in its interpretation. The IO will analyse the retrieved personal information and shall apply any relevant exemption.

4.3. Such exemptions are set out in our PAIA manual and may, for example, include information:

4.3.1. That is subject to legal professional privilege; or

4.3.2. That reveals the identity of a third party data subject.

5. **OTHER INFORMATION TO BE INCLUDED IN THE RESPONSE**

The data subject is also entitled to information about the third parties or categories of third parties who have or have had access to his / her personal information.

Request Form

Under section 23 of the Protection of Personal Information Act, 2013

Name of Responsible Party request is made to:	
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Detailed description of requested records and/or personal information. (If you are requesting access to your personal information, please identify the personal information record containing the person information, if known.)

Preferred method of access to	Examine Original Receive Copy	Signature:	Date:
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Responsible Party Use
Date Received: Comments:

Personal Information contained on this form is collected pursuant to the Protection of Personal Information Act, 2013 and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Information Officer of the Responsible Party at POPIA@meraferesources.co.za