

# Request for Access to Personal Information

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In terms of Section 23 of the Protection of Personal Information Act, 4 of 2013 ("POPIA")

## 1. Requester Details (Data Subject)

Full Name	
ID/Passport Number	
Contact Number	
Email Address	
Postal Address	

## 2. Proof of Identity

*(Attach a certified copy of your identity document/passport to verify your identity.)*

## 3. Nature of the Request

*(Please tick the appropriate box and provide details where necessary)*

- I request confirmation as to whether the organisation holds personal information about me.
- I request access to a record or description of the personal information held about me.
- I request information about the categories of third parties who have, or have had, access to my personal information.

## 4. Description of the Personal Information Requested

*(Provide sufficient detail to enable the responsible party to locate the record/information.)*

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**5. Preferred Method of Access**

- Email
  
- Printed copy (collection/post)
  
- View in person (by appointment)
  
- Other (please specify): \_\_\_\_\_

**6. Declaration**

I declare that the information provided in this request is accurate and that I am entitled to request access to the personal information under section 23 of POPIA. I understand that the responsible party may request additional information to verify my identity and may charge a reasonable fee (if applicable) as prescribed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**7. For Office Use Only**

Date Received	
Reference Number	
Identity Verified	
Date Responded	
Outcome	