

REQUEST FOR ACCESS TO PERSONAL DATA

- i. Documentary evidence in support of this request may be required.
- ii. Where the space provided for in this Form is inadequate, submit information as an annexure
- iii. All fields marked as * are mandatory

A. DETAILS OF THE DATA SUBJECT

(This section is to provide the details of the Data Subject)

Name* _____

ID/Passport Number* _____

Phone Number* _____

Email Address _____

(Provide the following details where making a request on behalf of a minor or a person who has no capacity)

Name* _____

Relationship with the Data Subject* _____

Contact Information* _____

B. DETAILS OF THE PERSONAL DATA REQUESTED

Please describe the personal data being requested:

MODE OF ACCESS

I would like to: (check all that apply)

- Inspect the record
- Listen to the record
- Have a copy of the record made available to me in the following format:
- **Photocopy** (Please note that copying costs will apply)
number of copies required: _____
 - **Electronic**
 - **Transcript** (Please note that transcription charges may apply)
 - **Other** (specify) _____

C. DELIVERY METHOD

Collection in person

By mail (provide address where different / in addition to details provided above)

Town/City: _____

By email (provide email address where different / in addition to details provided above):

DECLARATION

Note any attempt to restrict or object personal data through misrepresentation may result in prosecution.

I certify that the information given in this application is true.

Signature: _____ Date: _____ DD / MM / YYYY

