



## INFORMATION ACCESS REQUEST FORM

Please complete sections 1-4 if you are applying to access your own personal information. If you are permitting someone else to apply for access to your personal information on your behalf, all sections must be completed.

### 1. Personal Details of data subject

Full name and Surname: \_\_\_\_\_

Identity/passport number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 2. Proof of identity (of data subject)

To help us establish your identity you must upload proof of your identification below (this should be current and can be a copy).

### 3. Details of information required (please be as specific as possible)

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### 4. Authorisation of data subject

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

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



If the information is being requested on behalf of the data subject by a third party we also need to establish proof of their identity.

**5. Personal Details (of third party acting on behalf of the data subject)**

Full name and Surname: \_\_\_\_\_

Identity/passport number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**6. Proof of identity (of third party acting on behalf of the data subject).**

If you are acting on behalf of the data subject you must upload a copy of your identification and official documentation showing that you are authorised to apply on behalf of the data subject. This is to protect the identity of the data subject and ensure compliance with the Protection of Personal Information Act (POPIA).