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**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT 2 OF 2000, AS AMENDED AND THE PROTECTION OF
PERSONAL INFORMATION ACT 4 OF 2013**

for

DUTOIT AGRICULTURAL PROPRIETARY LIMITED

1 INTRODUCTION

- 1.1 This manual is published pursuant to section 51 of the Promotion of Access to Information Act 2 of 2000 ("**PAIA**") which was promulgated in order to nurture an ethos which promotes transparency, accountability, and effective governance of all private and public bodies. PAIA gives effect to section 32 of the Constitution of the Republic of South Africa, 1996, which provides for the right of access to information in a manner that affords persons a means/platform to obtain the records of private and public bodies as promptly and as efficiently as reasonably possible to endorse, including but not limited to, mechanisms and procedures that empower and educate all persons.
- 1.2 PAIA requires organisations to compile a manual as a guide to requesters of information. The manual also serves to indicate the types of records held by Dutoit Agri Proprietary Limited ("**Dutoit Agri**" / "**we**" / "**us**" / "**our**") and the availability of such records from Dutoit Agri.
- 1.3 In addition, the manual explains how to access, object to, request correction or deletion of, personal information held by Dutoit Agri, in terms of sections 23, 24 and 25 of the Protection of Personal Information Act 4 of 2013 ("**POPIA**"), and the Regulations Relating to the Protection of Personal Information, 2017 ("**POPIA Regulations**").
- 1.4 This manual is not exhaustive of, nor does it comprehensively deal with, every procedure provided for in PAIA. Requestors are advised to familiarise themselves with the provisions of PAIA and POPIA before making any requests to Dutoit Agri in terms of these Acts. However, in terms of section 19 of PAIA, and Regulations 2 and 3 of the POPIA, Dutoit Agri will provide such assistance as is required in completing the necessary forms, by parties applying for access to information or personal information.
- 1.5 Dutoit Agri makes no representation and gives no undertaking or warranty that the information in this manual or any information provided by it to a requestor is complete

or accurate, or that such information is fit for any purpose. All users of any such information use such information entirely at their own risk, and Dutoit Agri will not be liable for any loss, expense, liability, or claims, howsoever arising, resulting from the use of this manual or of any information provided by Dutoit Agri or from any error therein.

2 OVERVIEW OF DUTOIT AGRI

Dutoit Agri was established in 1893 and has more than 120 years of experience in the production and distribution of quality fruit and vegetables. Dutoit Agri produces, distributes and markets 250 000 tons of fresh produce a year and employs 7 500 workers in season.

3 INFORMATION OFFICER AND CONTACT DETAILS OF DUTOIT AGRI

3.1 The Information Officer of Dutoit Agri is **Pieter Schikkerling** whose contact details are as follows –

Name	Contact details
Pieter Schikkerling	Telephone no: 083 657 1156 Email: pieters@dutoit.com

3.2 The details for the Head Office of Dutoit Agri are as follows –

Physical address Head office	5 Pine Street Ceres 6835
Postal address Head office	[same as above]

4 GUIDE ON HOW TO USE PAIA AND POPIA

4.1 As of 1 July 2021, the Information Regulator has assumed the functions of the South African Human Rights Commission (“**SAHRC**”) and is responsible for PAIA and POPIA queries.

- 4.2 As part of its functions, the Information Regulator will publish a guide on how to use PAIA and POPIA in the new dispensation.
- 4.3 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.
- 4.4 The Guide is available in each of the official languages and in braille and contains a description of –
- 4.4.1 the objects of PAIA and POPIA.
 - 4.4.2 the postal and street address, phone, and fax number and, if available, electronic mail address of –
 - 4.4.2.1 the Information Officer of every public body; and
 - 4.4.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA.
 - 4.4.3 the manner and form of a request for –
 - 4.4.3.1 access to a record of a public body contemplated in section 11 of PAIA; and
 - 4.4.3.2 access to a record of a private body contemplated in section 50 of PAIA.
 - 4.4.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA.
 - 4.4.5 the assistance available from the Regulator in terms of PAIA and POPIA.

- 4.4.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging –
- 4.4.6.1 an internal appeal'
 - 4.4.6.2 a complaint to the Regulator; and
 - 4.4.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body.
- 4.4.7 the provisions of sections 14 and 51 of PAIA requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual.
- 4.4.8 the provisions of sections 15 and 52 of PAIA providing for the voluntary disclosure of categories of records by a public body and private body, respectively.
- 4.4.9 the notices issued in terms of sections 22 and 54 of PAIA regarding fees to be paid in relation to requests for access; and
- 4.4.10 the regulations made in terms of section 92 of PAIA.
- 4.5 Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.
- 4.6 Any information or queries related to the guide, or to PAIA or POPIA should be directed to –

Information Regulator
JD House

27 Stiemens Street
Braamfontein
Johannesburg
2001

Telephone number: (012) 406 4818
Fax number: (086) 500 3351
Website: <https://www.justice.gov.za/inforeg/>
E-mail: inforeg@justice.gov.za

5 DISCLOSURE IN TERMS OF SECTION 52(1)(a) OF PAIA

The records that are located on the Dutoit Agri website are automatically available to any person requesting this information and it is therefore not necessary to apply for access thereto in terms of PAIA. Our website address where said information or records can be obtained is <http://www.dutoitagri.co.za/>.

6 RECORDS AVAILABLE IN ACCORDANCE WITH LEGISLATION

Records are kept in accordance with legislation as is applicable to Dutoit Agri, which include (but may not be limited to) the following legislation –

- 6.1 Basic Conditions of Employment Act 75 of 1997.
- 6.2 Broad-Based Black Economic Empowerment Act 53 of 2003.
- 6.3 Companies Act 71 of 2008.
- 6.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993.
- 6.5 Employment Equity Act 55 of 1998.
- 6.6 Income Tax Act 58 of 1962.
- 6.7 Labour Relations Act 66 of 1995.
- 6.8 Occupational Health and Safety Act 85 of 1993.

- 6.9 Skills Development Act 9 of 1999.
- 6.10 Unemployment Insurance Act 63 of 2001; and
- 6.11 Value Added Tax Act 89 of 1991.

7 DESCRIPTION OF THE SUBJECTS ON WHICH DUTOIT AGRIC HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT

The following table contains a description of the types of records which Dutoit Agri holds, and the categories of records held on each subject –

Subject	Description of record
<p style="text-align: center;">Statutory records</p>	<ul style="list-style-type: none"> • Company incorporation documents • Share register • Memorandum of Incorporation • Minutes of meetings of the board of directors • Records relating to the appointment of directors, auditors, and other officers
<p style="text-align: center;">Income tax</p>	<ul style="list-style-type: none"> • Pay-as-you-earn (PAYE) records • Documents issued to employees for income tax purposes • Records of payments made to South African Revenue Services on behalf of employees • All or any statutory compliance • Value Added Tax • Skills development levies

Subject	Description of record
	<ul style="list-style-type: none"> • Unemployment Insurance Fund
Labour relations records	<ul style="list-style-type: none"> • Personnel documents and records • Employment contracts • Medical aid records • Pension Fund records • Disciplinary records • Salary records • Disciplinary code and / or procedures • Leave records • Training records • Training manuals • Address lists • Internal telephone lists
Finance	<ul style="list-style-type: none"> • Receipts and payments • Bank statements • Budgets • Management accounts • Asset registers • Orders, quotes, and invoices • Minutes of meetings • Correspondence
Risk and compliance	<ul style="list-style-type: none"> • Contracts • Testing certificates • Policies and procedures • Risk assessment • Compliance records

8 PROCESSING OF PERSONAL INFORMATION

8.1 POPIA

8.1.1 Chapter 3 of POPIA provides for the minimum conditions for lawful processing of personal information. These conditions may not be derogated from unless specific exclusions apply as outlined in POPIA.

8.1.2 Dutoit Agri processes personal information in accordance with POPIA. In terms of our Internal Privacy Policy and External Privacy Notice, Dutoit Agri will ensure that all processing conditions of POPIA are complied with at the time of processing of personal information. Dutoit Agri processes personal information of both natural and juristic persons.

8.2 Purpose of processing personal information by Dutoit Agri

As stated in our Privacy Notice, Dutoit Agri processes personal information for a number of reasons including –

8.2.1 **To provide our products and services** – we need to use your personal information to make our products and services available to you. After that, we need to provide them to you, process your payment and sometimes apply promotions.

8.2.2 **To improve your experience with us** – we try to understand our customers so we can provide you with a great commercial experience, personalised offers, and advertising.

8.2.3 **Analytics** – we use your personal information for statistical analysis and to help us understand more about our customers. That includes understanding the products and services you buy. This helps us to serve you better and to find ways

to improve our services, stores, and website. These profiles help us to send you offers that are more relevant to you.

8.2.4 **Contacting you** – we use your personal information to contact you. This may be in relation to a product or service update, an issue you have raised with us, to conduct market research or to ask for your feedback.

8.2.5 **Marketing and advertising** – we use your personal information to provide relevant marketing communications (including by email, phone, SMS, WhatsApp, or online advertising), relating to our products and services, and those of our suppliers. As part of this, online advertising may be displayed on websites across the Dutoit Group.

8.3 Categories of data subjects and their personal information

Finance Department (in respect of employees, customers and suppliers)	
Balance sheet records (e.g., loan accounts, advance payment deductions)	Banking details (customers/suppliers)
Company details (e.g., CIPC data)	SARS/Tax details
Contact details	Physical address
Directors' details	ID Documents
Trade references	Trading terms and agreements
Security (in respect of employees and visitors to company premises)	
CCTV Camera surveillance	Name and surname
Contact details	Motor vehicle license/registration no.

Date and time in and out	Temperature reading (COVID-19 health and safety requirement)
Driver's license details	
Legal and Compliance (in respect of employees, customers and suppliers)	
Disciplinary hearings/grievances	Trade union information
Legal agreements and permits <ul style="list-style-type: none"> - Name and surname - ID number - Employment data - Contact details - Proprietary data 	CIPC registration information
Technical Department (in respect of internal and external operations)	
Due diligence information (person per department/responsibility with name, competence, contact details)	Proprietary information
Intellectual property management information	Royalty/levy and contractual requirements
Production (Farms) and Operations (Packaging) information <ul style="list-style-type: none"> - Company name - Address - Contact details 	
Audit and Risk (financial and compliance in respect of Dutoit Agri)	
Company financial information (e.g., turnover)	Supplier and debtor's details
SARS registrations and payments	Bank loans

Banking details	Site details (size, infrastructure)
Employee details (number, gender, race, compensation, terms of employment, educational and training history, etc.)	Proprietary information
Sales and Marketing (in respect of customers)	
Trade references	Trade agreements
Customer data (company name and reg. number, address, contact details)	Social media data (i.e., interaction data)
Trade terms and conditions of trade	CIPC/Identity documents
Contact details	Banking details
Procurement (in respect of suppliers)	
Supplier data (company name, registration details, VAT number)	Contact details
Banking details	Product details
Proprietary information	Certification status
Trade terms and conditions of trade	CIPC/Identity documents

8.4 Disclosure of your personal information

We may share information about you with –

- 8.4.1 companies within the Dutoit Group.
- 8.4.2 partners, agents, or suppliers involved in delivering the products and services you've ordered or used.
- 8.4.3 partners or agents that conduct customer satisfaction surveys and any other surveys related to the products or services provided to you.

- 8.4.4 companies who are engaged to perform services for or on behalf of Dutoit Agri.
- 8.4.5 debt collection agencies or other debt recovery organisations.
- 8.4.6 law enforcement agencies, regulatory organisations, courts, or other public entities if we are required by law to do so.
- 8.4.7 emergency services.
- 8.4.8 with any entity or forum wherein, we may protect ourselves against fraud or exercise our rights; and
- 8.4.9 if we are reorganised or sold to another organisation, we may transfer any personal information we hold about you to that organisation.

8.5 Transborder/Cross-border flows of personal information

Section 72 of POPIA provides that personal information may only be transferred out of the Republic of South Africa if certain conditions are satisfied. Dutoit Agri currently has no planned transborder flows of personal information. Insofar as the transborder flow of personal information may become applicable in future, Dutoit Agri will comply with the conditions set out in section 72 of POPIA.

8.6 General description of information security measures

- 8.6.1 Dutoit Agri takes reasonable and appropriate technical and organisational measures to ensure that personal information is kept secure and is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration disclosure or access. We contractually require that service providers who handle your personal information for us do the same.
- 8.6.2 Dutoit Agri, on a regular basis, reviews the security controls and related to processes to ensure that personal information is secure.

- 8.6.3 Some of the controls we have in place are –
- 8.6.3.1 emails are encrypted.
 - 8.6.3.2 we make use of firewalls and password-controlled access to our systems.
 - 8.6.3.3 we have identified foreseeable internal and/or external risks to the IT system as evidenced by the following –
 - 8.6.3.3.1 we make use of external audits.
 - 8.6.3.3.2 we acknowledge the requirement to treat information with confidentiality and therefore various access control measures to restrict access to information are in place; and
 - 8.6.3.3.3 we conduct annual vulnerability assessments and make use of Solarwinds N-Central to protect users along with AV defender.
 - 8.6.3.4 We make use of managed endpoint security such as –
 - 8.6.3.4.1 licensing for enterprise class virus, malware, and spyware protection.
 - 8.6.3.4.2 monitoring of the pattern / signature file version compliance.
 - 8.6.3.4.3 remediation of non-compliance.
 - 8.6.3.4.4 weekly reporting on the compliance status.
 - 8.6.3.4.5 configuration and support of managed endpoint security client programs.
 - 8.6.3.4.6 version uplifts and new feature utilisation.
 - 8.6.3.4.7 monthly Microsoft security patching with prior user acceptance testing.

- 8.6.3.4.8 reporting on patch compliance and remediation of non-compliance.
- 8.6.3.4.9 documentation of the standard procedures concerning client computers.
- 8.6.3.4.10 abidance with customer's change control processes; and
- 8.6.3.4.11 analysis and communication of risk areas and opportunities for improvements.

9 HOW TO REQUEST ACCESS TO A RECORD

- 9.1 To request a record in terms of PAIA, the requestor must complete the prescribed form attached to this Manual as **Annexure A**. This request must be sent to the Information Officer at the addresses provided at paragraph 3.1.
- 9.2 For POPIA-related requests to object to the processing of personal information, correct or delete personal information, the request must be made in writing on the applicable prescribed **Form 1** (objection) or **Form 2** (correction or deletion), which are attached to this Manual as **Annexure B**.
- 9.3 The requestor must provide sufficient detail to enable the Information Officer to identify the record(s) requested and the requestor. The requestor must indicate which form of access is required, identify the right that he/she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- 9.4 If the request is made on behalf of another person, the requestor must submit proof of the capacity in which the requestor is making the request, to the reasonable satisfaction of the Information Officer.

9.5 PAIA makes provision for certain grounds upon which a request for access to information must be refused. On this basis, the Information Officer will decide whether or not to grant a request for access to information.

10 PAYMENT OF FEES

10.1 PAIA provides for two types of fees, namely –

10.1.1 a request fee, which will be a standard non-refundable administration fee, payable prior to the request being considered; and

10.1.2 an access fee, payable when access is granted which must be calculated by considering reproduction costs, search and preparation time and cost, as well as postal costs.

10.2 Subsequent to a request being made, the Information Officer, shall by notice require the requester, excluding personal requester, to pay the prescribed request fee (if any) before further processing of the request.

10.3 If the search and preparation for disclosure of the record has been made, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, Dutoit Agri will request the requester to pay as a deposit the prescribed portion of the access fee which would be payable if the request is granted.

10.4 Dutoit Agri may withhold a record until the requester has paid the fees as indicated in **Annexure C**.

10.5 A requester whose request has been granted must pay the applicable access fee for reproduction, search, preparation and for any time reasonably required in excess of the

prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

- 10.6 In terms of POPIA, a data subject has the right to request Dutoit Agri to confirm, free of charge, whether or it holds personal information about the data subject and request from Dutoit Agri the record or a description of the personal information held, including information about the identity of all third parties, or categories of third parties, who have, or have had, access to the information.
- 10.7 POPIA further provides that where the data subject is required to pay a fee for services provided to them, Dutoit Agri must provide the data subject with a written estimate of the payable amount before providing the service and may require that the requestor pay a deposit for all or part of the fee.

11 APPLICABLE TIME-PERIODS

- 11.1 Dutoit Agri will inform the requester within 30 days after receipt of the request of its decision whether or not to grant the request.
- 11.2 The 30-day period may be extended by a further period of not more than 30 days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of Dutoit Agri or the records are not located at Dutoit Agri.

12 OUTCOME OF THE REQUEST (GRANTING OR REFUSING)

Should the request be refused, the notice will state adequate reasons for the refusal, including the provisions of the PAIA relied upon; and that the requester may lodge an application with a court against the refusal of the request.

13 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

- 13.1 In terms of Sections 62 to 69 of PAIA access granted to a record may be refused on one or more of the following grounds –
- 13.1.1 protection of privacy to a third party who is a natural person.
 - 13.1.2 protection of the commercial information of a third-party.
 - 13.1.3 protection of certain confidential information of a third-party.
 - 13.1.4 protection of the safety of individuals and the protection of property.
 - 13.1.5 protection of records privileged from production and legal proceedings.
 - 13.1.6 the commercial information of Dutoit Agri.
 - 13.1.7 the protection of research information of a third-party, and protection of research information of a Dutoit Agri.
- 13.2 Despite any provisions of PAIA, a request must be granted if the disclosure of the record would reveal evidence of substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environment risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated (section 70 of PAIA).

14 REMEDIES FOR REFUSAL

Should the requester be dissatisfied with the Information Officer's decision to refuse access, that person may within 30 days after notification of the refusal apply to a court for the appropriate relief.

15 AVAILABILITY OF THE MANUAL

This manual is available in electronic and hard copies in English. The hard copies are available at the head office of Dutoit Agri as contained in paragraph 3.2. The electronic version of this manual is available on the website of Dutoit Agri accessible at <http://www.dutoitagri.co.za/>.

16 UPDATING OF THIS MANUAL

This manual will be reviewed and updated, if necessary, on a periodic basis but no less than once each year.

17 VERSION CONTROL

Last updated. **November 2021.**

**ANNEXURE A
FORM C
REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Act)
[Regulation 10]**

A. Particulars of private body

The Head: _____

Company Name: _____

Company Registration Number: _____

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must 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: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made,

when made on behalf of another person: _____

C. Particulars of person on whose behalf request is made

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the 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 folio and attach it to this form. **The requester must sign all the additional folios.***

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

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

- | |
|---|
| <p>(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.</p> <p>(b) You will be notified of the amount required to be paid as the request fee.</p> <p>(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.</p> |
|---|

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 access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:

Form in which record 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 the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will 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 which access is requested.

1. If the record is in written or printed form:							
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record				
2. If record consists of visual images							
(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):							
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*				
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*				
3. If record consists of recorded words or information which can be reproduced in sound:							
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (Written or printed document)				
4. If record is held on computer or in an electronic or machine-readable form:							
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*				
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (Floppy or compact disc)				
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO						
<input type="checkbox"/>	<input type="checkbox"/>						

G. Particulars of right to be exercised or protected

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

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

2. Explain why the record requested is required for the 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 to be informed in another manner, please specify the manner, and provide the necessary particulars to enable compliance with your request.

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



Dutoit Agri (Pty) Ltd

PO Box 236
Ceres 6835
South Africa

Tel: + 27 (0) 23 3123136
Fax: + 27 (0) 23 3161229
Email: dutoitgroup@dutoit.com

Signed at _____ this _____ day of _____
20_____

Signature of requestor /
person on whose behalf request is made

Name of requestor /
person on whose behalf request is made

ANNEXURE B
FORM 1
**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF
 SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013
 (ACT NO. 4 OF 2013)**
**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017
 [Regulation 2(1)]**
Note:

1. Affidavits or other documentary evidence in support of the objection must 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.

Reference Number.....

A	DETAILS OF DATA SUBJECT
Name and surname of data subject:	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party	

<i>(If the responsible party is a natural person):</i>	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
Name of public or private body <i>(If the responsible party is not a natural person):</i>	
Business address:	
Contact number(s):	
FAX number:	
E-mail address:	
C	REASONS FOR OBJECTION (Please provide detailed reasons for the objection)

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, 2017
 [Regulation 3(2)]**

Note:

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

Reference Number.....

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 DATA SUBJECT
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	

Contact number(s):	
FAX number:	
E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party <i>(If the responsible party is a natural person):</i>	
Residential, postal or business address:	
Contact number(s):	
FAX number:	
E-mail address:	
Name of public or private body <i>(If the responsible party is not a natural person):</i>	
Business address:	

ANNEXURE C

FEES PAYABLE IN RESPECT OF RECORDS REQUESTED FROM DUTOIT AGRICULTURE

Fees in Respect of Private Bodies

Item	Description	Amount
1.	The request fee payable by every requester	R140.00
2.	Photocopy/printed black & white copy of A4-size page	R2.00 per page or part thereof.
3.	Printed copy of A4-size page	R2.00 per page or part thereof.
4.	For a copy in a computer-readable form on: (iii) Flash drive (to be provided by requestor) (iv) Compact disc	R40.00
	• If provided by requestor	R40.00
	• If provided to the requestor	R60.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on: (v) Flash drive (to be provided by requestor) (vi) Compact disc	R40.00
	• If provided by requestor	R40.00
	• If provided to the requestor	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. To not exceed a total cost of	R145.00 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."

For purposes of section 54(2) of the Act, the following applies –

- Six hours as the hours to be exceeded before a deposit is payable; and
- one third of the access fee is payable as a deposit by the requester.

The actual postage is payable when a copy of a record must be posted to a requester.