

# Data Subject - Request Form

## 1. Introduction

You are currently entitled to receive this information under the Personal Data Protection Law (PDPL). We will also provide you with information about any processing of your personal data that is being carried out.

We will endeavor to respond promptly and in any event within 15 working days of the receipt of this request.

## 2. Date of request

<Date on which data subject requested>

## 3. Intended date of response

<Date on which this template is shared to data subject>

## 4. Details of data subject requesting information

Full name	
Address	
Contact Telephone Number	
Email Address	

## 5. Are you the data subject?

I am the data subject. I enclose proof of my identity	Yes / No / NA
I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity	Yes / No / NA

## 6. What Information are you seeking:

<Please describe the information you are seeking. Please provide any relevant details you think will help us to identify the information you require.>

### Terms & Conditions

Please note that if the information you request reveals details directly or indirectly about another person we will have to seek the consent of that person before we can share that information. In certain circumstances, where disclosure would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given full reasons for that decision. In such cases you are entitled to lodge a complaint to supervisory authority and seek judicial remedy.

## 7. Declaration

I confirm that I have read and understood the terms of this request form and certify that the information given in this application is true. I understand that it is necessary for the organization to confirm my < Data Subject Name > identity and it may be necessary to obtain more detailed information in order to validate my identity and locate the correct personal data.

### Signature

### Date

## 8. Attachment List:

- <Proof of Identity of Data Subject>
- <Proof of identity of applicant> (if applicable)
- <Authorization from data subject to act on their behalf> (if applicable)

Annexure 1.3

SIMPLY SMARTER

