

# REQUEST FOR ACCESS TO PERSONAL DATA

Note:

- (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\*: .....

Identity Number\*: .....

Phone number\*: .....

e-mail 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 REQUEST

(Describe the personal data 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)

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 e-mail (provide email address where different / in addition to details provided above): .....

**D. DECLARATION**

Note any attempt to erase personal data through misrepresentation may result in prosecution.

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.

Signature

Date