



Request for Correction or Deletion of Personal Information or Destruction or Deletion of Record of Personal Information.

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, 2018 [Regulation 3]

Form Instructions (to be presented to the Data Subject and/or Responsible Party):

1. Direct Client:

- a. Data Subject = Client & Responsible Party = SYNAQ
- b. Forms can only be filled in by an organisations' approved authorised contact(s).
- c. Please fill out section A, C & D, sign the form and mail it to popia@synaq.com.

2. Reseller:

- a. Data Subject = Reseller Client/End User & Responsible Party = SYNAQ Reseller
- b. Forms will be submitted by the Reseller on behalf of the Data Subject to SYNAQ for processing.
- c. All direct request from Data Subjects will be referred to the Reseller.
- d. Forms can only be filled in by an organisations' approved authorised contact(s).
- e. Please fill out section A, B, C & D, sign the form and mail it to popia@synaq.com.

3. Request for – Mark the appropriate box with an “X”:

- 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	
Registered Name(s) & Surname(s) of Data Subject:		
Unique Identifier/Identity Number:		
Residential/Postal/Business Address:		
	Code: ()	
Contact Number(s):		
Email Address:		
Signature:		
Signature Date & Place:	Date:	Place:





B	DETAILS OF RESPONSIBLE PARTY	
Registered Name(s) & Surname(s) of Responsible Party:		
Residential/Postal/Business Address:		
	Code: ()	
Contact Number(s):		
Email Address:		
Signature:		
Signature Date & Place:	Date:	Place:
C	INFORMATION TO BE CORRECTED/DELETED/DESTRUCTED/ DESTROYED	
<i>Add detail:</i>		
D	REASONS FOR CORRECTION OR DELETION OF THE PERSONAL INFORMATION OF THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY,	
	And/or	
	REASONS FOR DESTRUCTION OF DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN	
<i>Please provide detailed reasons for the request:</i>		

If you have any further queries regarding POPIA, please contact us on popia@synaq.com

