



GROUP REGULATORY AND COMPLIANCE SERVICES
POPI ACT, 4 OF 2013 – SECTION 23

Form no.: RW GRCS 00013
 F
 Revision No:01
 Effective Date: 01 July 2021

**ACCESS TO PERSONAL INFORMATION IN TERMS OF SECTION 23 OF THE PROTECTION OF
 PERSONAL INFORMATION ACT 4 OF 2013 (POPIA)**

Department Use: Reference Number.....

Note:

- Where a request is made by a data subject and/or a person making a request on behalf of a data subject, a certified ID copy of the requester must be attached. Where a request is made on behalf of a company, the documents issued by the Companies and Intellectual Property Commission of the company must be attached. Affidavits or other documentary evidence as applicable in support of the request to access Personal Information may be attached to this Form.
- If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and initial each page.
- The Form shall be fully completed and signed.

Fees:

- A request to confirm whether Rand Water holds personal information about a data subject own personal information is free of charge.
- The fee payable for access to a record or a description of the personal information about a data subject held by Rand Water, including information about the identity of all third parties, or categories of third parties, who have had access to the information depends on the form in which access is required and the reasonable time required to search for and prepare a record. A fee payable for copies of the record which Rand Water may provide is listed in the Rand Water PAIA Manual which can be accessed from Rand Water's website.
- You will be notified of the full amount required to be paid as the request fee.

A	DETAILS OF A DATA SUBJECT
Full Name(s) / Registered Name of Data Subject:	
Registration Number / Identity Number:	
Residential, Postal or Business address:	
	Code:
Contact Numbers:	
Fax Number / Email address:	
B	IF APPLICABLE, DETAILS OF PERSON MAKING REQUEST ON BEHALF OF A DATA SUBJECT
Full Name(s):	
Identity Number/Registration Number:	

Residential Postal Address:	Code:
Contact Numbers:	
Email address:	
C	DETAILS OF RAND WATER
Full Name(s) / Registered Name of Responsible Party:	
Residential, Postal or Business address:	Code:
Contact Numbers:	
Fax Number / Email address:	
D	<p>PERSONAL INFORMATION OF A DATA SUBJECT TO BE CONFIRMED BY RAND WATER WHICH IS UNDER CONTROL OR IN POSSESSION OF RAND WATER IN TERMS OF SECTION 23(1)(a) OF POPIA; AND/OR</p> <p>RECORD AND/OR PERSONAL INFORMATION TO BE DESCRIBED BY RAND WATER ABOUT THE DATA SUBJECT WHICH IS UNDER THE CONTROL OR IN POSSESSION OF RAND WATER, INCLUDING ANY PERSONAL INFORMATION ABOUT THE IDENTITY OF ALL THIRD PARTIES, OR CATEGORIES OF THIRD PARTIES WHO HAVE, OR HAVE HAD ACCESS TO THE INFORMATION IN TERMS OF SECTION 23(1)(b) POPIA.</p>

Signed at _____ on this _____ day of _____ 20__.

Signature of Data Subject/Designated Person

<p>For Department use:</p> <p>Request Received by:</p> <p>.....</p> <p>Signature of Information Officer</p> <p>.....</p>
