



PROMOTION OF ACCESS TO INFORMATION MANUAL FOR BRAINLINE

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1. Introduction and Definitions

Brainline is an innovative, quality-driven, online school, providing home education from Grade R to 12. Brainline is proudly recognised as an IEB-examination centre enabling students to achieve their National Senior Certificate.

Brainline is known for its experience in the field, providing access to education through innovative distance education solutions.

Brainline Holdings (Pty) Ltd focuses on delivering a quality home education service, with supporting services from Brainline Cloud School (Pty) Ltd and Assessment Aspects (Pty) Ltd.

Brainline Cloud School delivers the teachers and the online teaching as requested by Brainline, and Assessment Aspects delivers the quality assessments that are valid, compliant and reliable.

Brainline Holdings (Pty) Ltd includes all companies in the Brainline group, branches, business units, divisions, employees and volunteers, contractors, and suppliers, all of which are included in this manual. Any reference to Brainline in this manual should be interpreted as a reference to the Brainline subsidiaries as well.

This information manual has been compiled in accordance with the requirements of the Promotion of Access to Information Act 2 of 2000 (PAIA) and the Protection of Personal Information Act 4 of 2013 (POPIA).

Brainline is a private body as defined in section 1 of PAIA, and this manual contains the information specified in section 51 of PAIA, which is applicable to such a private body. This information is as follows:

- the contact details of the head of Brainline (section 51(1)(a)(i) of PAIA);
- a description of the guide referred to in section 10 of PAIA (section 51(1)(b)(i) of PAIA);
- a description of the records of Brainline which are available without a requester having to request access in terms of PAIA (section 51(1)(b)(ii));
- a description of the records of Brainline which are available in terms of any legislation other than PAIA (section 51(1)(b)(iii) of PAIA); and
- a description of the subjects on which Brainline holds records and the categories of records held on each subject in sufficient detail to facilitate a request for access to a record (section 51(1)(b)(iv) of PAIA).

Brainline is a responsible party as defined in section 1 of POPIA and this manual contains the information stipulated in section 51(1)(c) of PAIA. This information is as follows:

- the purpose of the Processing (section 51(1)(c)(i) of PAIA);
- a description of the categories of Data Subjects and PII Processed by Brainline in relation to these Data Subjects (section 51(1)(c)(ii) of PAIA);

- a description of the categories of recipients to whom that PII is provided (section 51(1)(c)(iii) of PAIA);
- actual and/or planned instances when PII held by Brainline may be transferred outside of South Africa (section 51(1)(c)(iv) of PAIA); and
- a description of the information security measures implemented by Brainline to ensure the confidentiality, integrity, and availability of the PII which is to be or is being Processed (section 51(1)(c)(iv) of PAIA).

The manual will be updated at least every twelve months or at such intervals as may be necessary in accordance with the requirements of section 51(2) of PAIA.

The manual facilitates requests for access to records of Brainline as provided for in sections 53 and 54 of PAIA and sets out how to access PII held by Brainline in terms of sections 23 and 25 of POPIA.

In this manual, the following words bear the meaning set out below:

“Data Subject” means the persons to whom PII applies in terms of section 1 of POPIA. In reference to Brainline, this primarily but without limitation means clients and/or customers, employees and Operators and/or suppliers, other persons and third parties;

“Deputy Information Officer” means any person designated by the head of Brainline in terms of section 56 of POPIA and as registered with the Information Regulator;

“employee” means any person who works for or provides services to or on behalf of Brainline, and receives or is entitled to receive remuneration;

“Brainline Holdings (Pty) Ltd” means Brainline (registration number: 2019/463668/07), a company registered in South Africa in accordance with the Companies Act 71 of 2008, with its registered place of business at 215 Veronica Road, Montana, Pretoria, Gauteng, South Africa, 0129.

“Guide” means the guide published by the SAHRC, and updated and made available by the Information Regulator in terms of section 10 of PAIA;

“Information Officer” means the head of Brainline, registered with the Information Regulator in terms of section 55(2) of POPIA;

“Information Regulator” means the regulatory body established in terms of section 39 of POPIA;

“Operator” means a person who processes PII for Brainline in terms of a contract or mandate, without coming under the direct authority of Brainline, as provided for in section 1 of POPIA, and Operators has a corresponding meaning;

“PII” means the meaning of “personal information” ascribed to it in section 1 of POPIA, which is personal information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic persons, including, but not limited to:

- a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or

- mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the persons;
- b) information relating to the education or the medical, financial, criminal or employment history of the person;
- c) any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- d) biometric information of the person;
- e) personal opinions, views or preferences of the person;
- f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- g) views or opinions of another individual about the persons; and
- h) the name of the person if it appears with other Personal Information relating to the person, or if the disclosure of the name itself would reveal information about the person;

“Processing” means the meaning ascribed to it in section 1 of POPIA and includes any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including –

- a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- b) dissemination by means of transmission, distribution or making available in any other form; or
- c) merging, linking, as well as restriction, degradation, erasure or destruction of information;

and “Process” and “Processed” have corresponding meanings;

“requester” means any person or entity requesting access to a record that is under the control of Brainline in terms of PAIA or any Data Subject requesting details of any PII relating to that Data Subject or a copy of the PII in terms of POPIA;

“SAHRC” means the South African Human Rights Commission;

“Special PII” means the meaning ascribed to “special personal information” in section 1 of POPIA and includes any PII of a Data Subject, concerning –

- a) the religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life or biometric information of a Data Subject; or
- b) the criminal behaviour of a Data Subject to the extent that such information relates to –
 - I. the alleged commission by a Data Subject of any offence; or
 - II. any proceedings in respect of any offence allegedly committed by a Data Subject or the disposal of such proceedings

“the head of Brainline” means the Chief Executive Officer of Brainline (Pty) Ltd, or Managing Director of Brainline, or any person duly authorised by him or her to carry out the duties ascribed to the “head” of a private body by PAIA;

“the manual” means this manual which is published in accordance with section 51 of PAIA and “this manual” shall have the same meaning;

“the Minister” means the Cabinet member responsible for the administration of justice, presently the Minister of Justice and Correctional Services.

2. Contact details (section 51(1)(a)(i) of PAIA)

The Chief Executive Officer of Brainline is Coleen Cronje, who is also the head of Brainline for the purposes of PAIA. Coleen Cronje is the registered Information Officer for Brainline for purposes of POPIA.

The Information Officer has designated her power and authority as an Information Officer to the following Deputy Information Officers for purposes of POPIA.

Requests for access to records or information in terms of either PAIA or POPIA should be addressed to the Information Officer and/or Deputy Information Officer using the following contact details:

Physical address:

215 Veronica Road
Montana
Pretoria
0129

Postal address:

Private Bag x505
Sinoville
Pretoria
0129

Telephone: +27(0)12 543 5000

Email: io@brainline.com

3. Section 10 Guide on how to use PAIA (section 51(1)(b)(i) of PAIA)

The Information Regulator must, in terms of section 10 of PAIA, update and make available the Guide compiled by the SAHRC to assist persons wishing to exercise any rights in terms of PAIA.

The Guide may be obtained from the Information Regulator. Any person wishing to obtain the Guide may either access it through the website of the Information Regulator at <https://www.justice.gov.za/infoereg/> or should contact:

The Information Regulator

Postal address:

P.O. Box 31533
Braamfontein
Johannesburg
2017

Email: infoereg@justice.gov.za

4. Records available in terms of any other legislation (section 51(1)(b)(iii) of PAIA)

Certain records held by Brainline are available in terms of legislation other than PAIA. The specific records which are available in terms of such legislation are set out therein and these records may in certain instances only be accessed by the persons specified in the relevant legislation. The legislation includes:

- Basic Conditions of Employment Act 75 of 1997
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Pension Funds Act 24 of 1956
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

5. Description of the subjects on which Brainline holds records and the categories of records held on each subject (section 51(1)(b)(iv) of PAIA)

The following is a list of the subjects on which Brainline holds records and the categories into which these fall. The procedure in terms of which such records may be requested from Brainline is set out in Section 7 of this manual. The records listed below will not in all instances be provided to a requester who requests them in terms of PAIA. The requester must show that he or she has the right in terms of PAIA to be given access to the records in question.

Categories of records	Description of records held
Finance	<ul style="list-style-type: none">▪ Accounting records▪ Tax records▪ Debtors' records▪ Creditors' records▪ Insurance records▪ Auditors' reports▪ Annual financial statements▪ Bank statements and other banking records for business and trust accounts▪ Invoices issued in respect of debtors and billing information▪ Records regarding Brainline's financial commitments
Human Resources	<ul style="list-style-type: none">▪ List of employees▪ Statistics regarding employees▪ Employment contracts▪ Conditions of employment▪ Curriculum vitae of employees, including qualifications

	<ul style="list-style-type: none"> ▪ Information relating to prospective employees, including their curriculum vitae ▪ Personnel records including personal details, disciplinary records, performance, and internal evaluation records ▪ Employee tax information ▪ Records of Unemployment Insurance Fund contributions ▪ Payroll records ▪ Health and safety records ▪ Codes of conduct ▪ Disciplinary code and procedure ▪ Grievance procedure ▪ Appeal procedure ▪ Remuneration policy ▪ Internal policies and procedures regarding dismissals, performance appraisal, recruitment, selection, advertising of positions, appointments, retirement, promotions, leave, extended sick leave, study leave, salaries, overtime, health and safety, adoption leave and benefits, loans, working parents, smoking, use of company resources including telephones, motor vehicles and computers. ▪ Training schedules and material ▪ Correspondence relating to personnel
Suppliers	<ul style="list-style-type: none"> ▪ Supplier lists and details of suppliers ▪ Agreements with suppliers
Information Technology	<ul style="list-style-type: none"> ▪ Computer software ▪ Support and maintenance agreements ▪ Records regarding computer systems and programmes
Property	<ul style="list-style-type: none"> ▪ Asset registers ▪ Lease agreements in respect of immovable property ▪ Records regarding insurance in respect of movable property ▪ Records regarding insurance in respect of immovable property
Miscellaneous	<ul style="list-style-type: none"> ▪ Internal correspondence ▪ Company publications

6. Processing of PII by Brainline (section 51(1)(c) of PAIA)

Details about the Processing of PII undertaken by Brainline are set out in Annexure A.

7. Categories of records which are available without request (section 51(1)(b)(ii) of PAIA)

No notices relating to Brainline have been published by the Minister in terms of section 52(2) of PAIA.

Certain records are available without needing to be requested in terms of the request procedures set out in PAIA and detailed in Section 7 of this manual. This information may be inspected, collected, purchased, or copied (at the prescribed fee for reproduction) at the offices of Brainline.

Certain information is also available on Brainline's website <https://brainline.com/>. The records include:

- Marketing brochures
- Brainline contact information
- Career information
- Media releases and news

8. Request procedure in terms of PAIA (section 51(1)(b)(iv) read with section 53 of PAIA)

A request for access to records held by Brainline in terms of section 50 of PAIA must be made on the form (Form C) contained in the Regulations Regarding the Promotion of Access to Information, 2002 (the PAIA Regulations) (section 53(1) of PAIA). A copy of the form is attached as Annexure B to this manual. The request must be made to Brainline at the address, or email address, specified in Section 2 above.

A requester must provide sufficient detail on the prescribed form to allow Brainline to identify the record or records which have been requested and the identity of the requester (section 53(2) of PAIA). If a request is made on behalf of another person or entity, the requester must submit details and proof of the capacity in which the requester is making the request, which must be reasonably satisfactory to Brainline (section 53(2)(f) of PAIA).

The requester is also required to indicate the form of access to the relevant records that is required, and to provide his, her or its contact details in the Republic of South Africa (sections 53(2)(b) and (c) of PAIA).

The requester must identify the right that he, she, or it is seeking to exercise by accessing records held by Brainline and must explain why the record or records requested is or are required for the exercise or protection of that right (section 53(2)(d) of PAIA).

Brainline may, and must in certain instances, refuse access to records on any of the grounds set out in Chapter 4 of Part 3 of PAIA which include: that access would result in the unreasonable disclosure of PII about a third party, that it is necessary to protect the commercial information of a third party or of Brainline itself, that it is necessary to protect the confidential information of a third party, that it is necessary to protect the safety of individuals or property, that a record constitutes privileged

information for the purpose of legal proceedings, and that it is necessary to protect the research information of a third party or Brainline itself. Access to documents may also be refused based on professional privilege.

Brainline is required to inform a requester in writing of its decision in relation to a request (section 56 of PAIA). If the requester wishes to be informed of Brainline's decision in another manner as well, this must be set out in the request and the relevant details included, to allow Brainline to inform the requester in the preferred manner.

Brainline will decide in relation to a request for records within 30 days of receiving it, unless third parties are required to be notified of the request or the 30-day period is extended as provided for in PAIA. Brainline will notify the requester if the 30-day period for processing a request is to be extended.

Where a request is refused, a requester may apply to the High Court within 30 days of being informed of the refusal of the request, for an order compelling the record or records requested to be made available to the requester or for another appropriate order. The High Court will determine whether the records should be made available or not.

9. Fees payable (section 54 of PAIA read with Annexure A of the PAIA Regulations)

The Act provides for two types of fees:

- a request fee, which will be a standard fee, and an
- access fee, which must be calculated by considering reproduction costs, search and preparation time and cost, as well as postal costs where applicable.

When a request is received by the Information Officer, the Information Officer or his/her Deputy shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any) before further processing of the request. If a search for the record is necessary and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the Information Officer or her Deputy shall notify the requester to pay as a deposit the prescribed portion (being not more than one third) of the access fee which would be payable if the request is granted.

The Information Officer or his/her Deputy shall withhold a record until the requester has paid the fee or fees as indicated. A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required more than the prescribed hours to search for and prepare the record for disclosure, including deciding to make it available in the requested form. If a deposit has been paid in respect of a request for access, which is refused, then the Information Officer will repay the deposit to the requester.

10. Request procedure in terms of POPIA (sections 23 and 25 of POPIA)

A request for access in terms of section 23 of POPIA must be made in the manner and form set out in section 8 of this manual above (section 25 of POPIA).

No fee is payable where a requester asks Brainline to confirm whether Brainline holds his, her or its PII (section 23(1)(a) of POPIA).

A prescribed fee, if any, as set by the Minister after consultation with the Information Regulator may be payable if a requester asks for a copy of the PII held by Brainline, or a description of the records held by Brainline that contain the requester's PII (section 23(1)(b)(ii) read with section 111(1)(a) of POPIA). Brainline must give the requester a written estimate of the fee beforehand and may require the requester to pay a deposit for all or part of the estimated fee (section 23(3) of POPIA).

11. Information or records not found (section 55 of PAIA)

If all reasonable steps have been taken to find a record, and such a record cannot be found or if the records do not exist, then Brainline will notify the requester, by way of an affidavit or affirmation, that it is not possible to give access to the requested record. The affidavit or affirmation will provide a full account, of all the steps taken to find the record or to determine the existence thereof, including details of all communications by Brainline with every person who conducted the search. If the record in question should later be found, the requester will be given access to the record in the manner stipulated by the requester unless access is refused by Brainline as permitted by PAIA (as dealt with in Section 8 above).

12. Information requested about a third party (Chapter 5 of Part 3 of PAIA)

Where any information that relates to a third party is requested in terms of PAIA from Brainline, Brainline is required to notify the third party of the request (section 71 of PAIA). The third party has an opportunity to grant their consent to the disclosure of the record or to make representations as to why the requested record should not be disclosed to the requester (section 72 of PAIA). If Brainline decides to grant access to the record, it will notify the affected third party again (section 73 of PAIA). The third party is entitled to apply to the court in relation to that decision. The court will then determine whether the record should be disclosed by Brainline or not.

13. Other prescribed information (section 51(1)(a)(ii) of PAIA)

The Minister has not prescribed that any further information must be contained in this manual.

ANNEXURE A – PROCESSING OF PERSONAL INFORMATION

Brainline takes the privacy and protection of PII seriously and will only process PII in accordance with POPIA or any other applicable legislation which deals with privacy rights. Accordingly, the relevant PII privacy conditions and requirements relating to the processing thereof (including, but not limited to, the collection, handling, transfer, sharing, correction, storage, archiving and deletion of Personal Information) will be applied to any PII processed by Brainline.

The privacy of our parents and learners are of utmost importance to us. We acknowledge the essence of ensuring that your personal information is handled with care.

When you engage with us (regardless of the method), you may be asked to provide us with your personal information. The reason for this is to enable us to confirm your

identity for the purpose of assisting on matters pertaining to your account. This personal information may refer to either the Brainline parent/ legal guardian, and/ or learner.

Purpose of Processing PII

Brainline only uses the personal information you provide us with for purposes relating to our legitimate business operations, and to comply with our obligations towards you as a Brainline parent/legal guardian, or learner. Some of the purposes for which we process your personal information may include:

- To provide or manage any information, products changes and/or services requested by you.
- To establish your needs and preferences in relation to the products and/or services that we provide.
- To help us identify you when you contact us.
- To facilitate the delivery of products and/or services to you.
- To administer any product-related queries.
- To allocate unique identifiers for the purpose of securely storing, retaining and recalling such information from time to time.
- To maintain your records.
- For general administration purposes.
- To notify you of any important academic, product, or other related changes and updates that are of concern to you.
- To notify you of additional products and/or services that may be of interest to the Brainline learner in support of their academic journey.
- Use in internal communications between teachers, Brainline personnel, in support of the academic journey of the learner.
- We may be required to share your personal information with some of our suppliers (for example digital book supply platforms), service providers (for example the Independent Examination Board), and business partners (system developers) to ensure seamless service delivery to you on your academic journey. Our service providers, suppliers and business partners have legal agreements with Brainline by which they are legally bound to keep your personal information secure and confidential, and to use it exclusively for the purposes which they have been contracted for.

Categories of Data Subjects and their PII

Brainline may possess records relating to suppliers, contractors, staff, and clients:

Data Subjects	PII processed
Clients – natural persons	<u>Personal details:</u> <ul style="list-style-type: none"> - Name - Surname - ID/Passport number (including identification document) - Language - Brainline branch at which enrolment is taking place <u>Contact details:</u>

- Work, home, and cell numbers (of both parents/guardians)
- Two email addresses
- Student internet access/no internet access

Address details:

- Physical and postal addresses
- Whether you reside outside SA/ not

Student details

- Name
- Surname
- Email address
- ID Number
- Photo of student (if they wish to upload)
- Copy of certified ID document (proof of student's existence)
- Citizenship
- Home Language
- Gender
- Disability status: Medical/Physical (to assist with academic queries)
- Date of birth
- Cell number
- Academic history: Previous academic report
- Financial documents: Debit order agreement, which includes proof of income as well as banking details (where disclosed on not opting to pay via EFT)
- In the case of application for accommodation through the IEB:
 - Report from an educational psychologist, which includes tests pertaining to spelling, reading, or the results of these
 - Medical reports
 - Psychological reports as and where applicable
 - Immigrant status where exemption is applied for the Afrikaans language

General:

	<p>All communication and/or correspondence are logged on www.mybrainline.com (the enrolment platform):</p> <ul style="list-style-type: none"> ▪ Records of phone calls ▪ Changes to the enrolment database ▪ Emails/SMSs sent or received by client ▪ Approved / Lead / Block / Suspension of services ▪ Details of dispatch of documents/items/reports (any items or documents dispatched)
Contractors	<ul style="list-style-type: none"> ▪ Names of contact persons; ▪ Name of legal entity; ▪ Physical and postal address and contact details; ▪ Financial information; ▪ Registration number; ▪ Founding documents; ▪ Tax related information; ▪ Authorized signatories; ▪ Beneficiaries; ▪ Ultimate beneficial owners
Employees/Directors	<ul style="list-style-type: none"> ▪ Gender; ▪ Pregnancy; ▪ Marital status; ▪ Race; ▪ Age; ▪ Language; ▪ Education information; ▪ Financial information; ▪ Employment history; ▪ ID number; ▪ Physical and postal address; ▪ Contact details; ▪ Opinions; ▪ Criminal behaviour; ▪ General well-being

Categories of Recipients to whom PII may be supplied

Brainline may supply the PII to service providers who render the following services:

- Capturing and organizing data;
- Storing data;
- Sending of emails and other correspondence to clients;
- Bad debts collections (i.e. Prosperitas);

Brainline does not share the PII of its Data Subjects with any third parties, except if:

- It is necessary to share with other companies or entities with which Brainline has business relationships, to provide the service requested by the client; [alternative wording: the third party performs services and processes PII on Brainline's behalf as its Operator]
- It is obliged to provide such information for legal or regulatory purposes.
- It is required to do so for purposes of existing or future legal proceedings.
- It is involved in the prevention of fraud, loss, bribery, or corruption.

Brainline will send its Data Subjects appropriate notifications or communications of its processing if it is obliged to do so by law, or in terms of its contractual relationship with Data Subjects. Brainline will disclose PII to government authorities if it is required to do so by law.

Actual or planned transfers of PII outside of South Africa

Brainline will take steps to ensure that Operators in foreign countries are bound by laws, binding corporate rules or binding agreements that provide an adequate level of protection of PII and uphold the principles for reasonable and lawful processing of Personal Information, in terms of POPIA.

General description of information security measures implemented by Brainline

Brainline employs up to date technology to ensure the confidentiality, integrity, and availability of the PII under its care. Such measures include:

- Firewalls;
- Secure web gateways;
- An additional layer of protection is provided by CloudFlare;
- Regular vulnerability scans of IT networks and systems;
- Cybersecurity awareness training for all employees;
- Virus protection software and update protocols;
- Logical and physical access control;
- Secure setup of hardware and software making up the IT infrastructure;
- Operators who process PII on behalf of Brainline are contracted to implement security controls.

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full Names			
Identity Number			
Capacity in which request is made <i>(when made on behalf of another person)</i>			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile: <input type="text"/>
	Cellular:		
Full names of person on whose behalf request is made <i>(if applicable):</i>			
Identity Number			
Postal Address			

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<p><i>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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

FORM OF ACCESS
(Mark the applicable box with an "X")

Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	

MANNER OF ACCESS
(Mark the applicable box with an "X")

Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.

Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>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.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(State Rank, Name And Surname of Information Officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer