



## **BVI CONSULTING ENGINEERS**

# **PAIA AND POPI MANUAL**

**PUBLISHED IN TERMS OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT NO 2 OF 2000 (PAIA)**

**AND**

**PROTECTION OF PERSONAL INFORMATION  
ACT NO 4 OF 2013 (POPIA)**

## **REVISIONS**

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## 1. INTRODUCTION

The aim of PAIA, is to foster a culture of transparency and accountability in public and private bodies. It does that by giving effect to the right of access to information and actively promoting a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect all of their rights and also to realise South Africa’s goals of an open and participatory democracy. This manual has been prepared in accordance with section 51 of the Promotion of Access to Information Act No. 2 of 2000 (‘PAIA’) and aims to facilitate a Request for access to a Record held by a private body that is required for the exercise or protection of any rights.

The Protection of Personal Information Act No 4 of 2013 (‘POPIA’) sets out the minimum standards regarding accessing and 'processing' of any personal information belonging to another. This manual aims to facilitate the creation of a comprehensive file with all related POPI information in the form of spreadsheets and documents. These documents serve as both our POPI policy as well as our evidence that we are managing the Act on an ongoing basis.

## 2. DEFINITIONS

Unless the context clearly indicates otherwise, the following terms shall have the meanings assigned to them hereunder, namely –

- “Company” means BVi Consulting Engineers (Pty) Ltd and it’s subsidiaries as more fully described in the overview hereunder;
- “Data Subject” means the person to whom the information relates;
- “Information Officer” means the person acting on behalf of the Company and discharging the duties and responsibilities assigned to the head of the Company by the Act. The Information Officer is duly authorised to act as such and such authorisation has been confirmed by the “head” of the Company in writing;
- “Manual” means this manual published in compliance with Section 51 of the Promotion of Access to Information Act (PAIA Act) and Protection of Personal Information Act No 4 of 2013 (POPIA);
- “PAIA Act” means the Promotion of Access to Information Act, Act 2 of 2000, as amended from time to time;
- “POPI Act” means the Protection of Personal Information Act No 4 of 2013, as amended from time to time;
- “Record” means any recorded information, regardless of form or medium, which is in the Possession or under the control of the Company, irrespective of whether or not it was created by the Company;
- “Request” means a request for access to a Record of the Company;

- “Requestor” means any person, including a public body or an official thereof, making a Request for access to a Record of the Company and includes any person acting on behalf of that person; and
- “SAHRC” means the South African Human Rights Commission.
- Unless a contrary intention clearly appears, words signifying:-
  - the singular includes the plural and vice versa;
  - any one gender includes the other genders and vice versa; and
  - natural persons include juristic persons.

Unless otherwise stated, terms defined in the Acts shall have the same meaning in this Manual.

### **3. OVERVIEW OF THE COMPANY**

The BVi Group's growth since its inception in 1967 has been a remarkable one. It was established as a multi-disciplinary engineering firm offering "traditional" consulting services in the fields of civil, structural, electrical and mechanical engineering.

Today, the Level 1 BEE company has a 55% black ownership status and counts on its 300+ member team of professionals to deliver engineering excellence to private- and public-sector clients.

The journey from 1967 to the present has taken BVi from a small, two-office start-up business to a nationwide organisation with local and international offices. The group added to its portfolio by providing Engineering, Procurement, and Construction Management (EPCM) services to its clients and adding the mining industry to its client base.

BVi's corporate culture is founded on solid engineering principles. It combines quality and value for money to produce creative, target-related and effective solutions. Its professional services include:

- Civil, structural, electrical and mechanical engineering
- Roads and rail infrastructure
- Mining infrastructure and EPCM
- Project and construction management
- Social housing and residential development
- Commercial and administration buildings
- Infrastructure development
- Quality control and technical audits
- Turnkey projects
- Agriculture and agri-processing
- Town and regional planning

BVi is experienced in the full life cycle of projects from conception, through bankable feasibility, to implementation.

The Group comprises the following companies:

BVi Consulting Engineers (Pty) Ltd	1998/007429/07
BVi Gauteng (Pty) Ltd	1998/000322/07
BVi Northern Cape (Pty) Ltd	1998/000204/07
BVi Central (Pty) Ltd	1998/000185/07
BVi KwaZulu Natal (Pty) Ltd	1998/000203/07
BVi Eastern Cape (Pty) Ltd	2004/006985/07
BVi Western Cape (Pty) Ltd	1998/000157/07
BVi Border (Pty) Ltd	2015/436465/07
BVi Africa (Pty) Ltd	1998/000156/07

This Manual applies to the holding company and all its subsidiaries, both jointly and severally, and such entities are referred to both individually and collectively as the BVi Group.

#### 4. CONTACT DETAILS OF INFORMATION OFFICER (SECTION 51(1)(a))

The Chief Executive of the Company, as head of the private body, has delegated his powers to the Information Officer, whose details appear hereunder for purposes of dealing with all matters in connection with Requests for information on the Company's behalf and to ensure compliance with the PAIA Act and lawful processing of information in terms of the POPI Act.

Company:	BVi Consulting Engineers (Pty) Ltd
Information Officer:	Stefan de Meillon
Postal address:	PO Box 2967, Pretoria, 0001
Email:	<a href="mailto:stefandm@bvi.co.za">stefandm@bvi.co.za</a>
Website:	<a href="http://www.bvi.co.za">www.bvi.co.za</a>

#### 5. GUIDE TO THE ACT (SECTION 51(1)(b) READ WITH SECTION 10)

The SAHRC has compiled a guide, as required by Section 10 of the Act, containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in this Act.

The guide is available on the SAHRC website, <https://www.sahrc.org.za/>.

The SAHRC can be contacted directly at:

The South African Human Rights Commission: PAIA Unit

The SAHRC website at <https://www.sahrc.org.za/> or <https://info regulator.org.za/>.

## **6. AUTOMATIC DISCLOSURE - CATEGORIES OF RECORDS AVAILABLE WITHOUT HAVING TO REQUEST ACCESS [SECTION 51(1)(c)]**

The following Records are automatically available without a person having to request access in terms of the Act:

- The web page [www.bvi.co.za](http://www.bvi.co.za) is accessible to anyone who has access to the Internet. The Company website hosts the following categories of information:
  - Company information
  - Corporate Information
  - Corporate and Social Investment information
  - Corporate Profile
  - BBBEE Industry Scorecard
  - Career Opportunities
  - Descriptions of projects executed
  - ISO 9001 Certification
  - Green Buildings Council Certification
  - Product and promotional brochures/pamphlets
  - News and marketing information
  - Corporate communications
  - Other literature intended for public viewing
  - Location of offices and contact details.

## **7. RECORDS AVAILABLE IN TERMS OF LEGISLATION [SECTION 51(1)(d)]**

Records are kept in accordance with the following legislation:

- Basic Conditions of Employment Act No. 75 of 1997
- Broad Based Black Economic Empowerment Act No. 53 of 2003
- Companies Act No. 61 of 2008
- Consumer Protection Act, 2008
- Compensation for Occupational Injuries and Diseases Act No.130 of 1993
- Competition Act No. 71 of 2008
- Constitution of the Republic of South Africa 2008
- Copyright Act No. 98 of 1978
- Council for Built Environment Act No. 43 of 2000
- Electronic Communications Act No. 35 of 2005
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Engineering Profession Act No. 46 of 2000
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993

- Promotion of Access to Information Act No. 2 of 2000
- Protection of Personal Information Act No. 4 of 2013
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No.9 of 1999
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

**8. CATEGORIES OF RECORDS HELD AND SUBJECT TO REQUEST**

<b>Subject</b>	<b>Category</b>
8.1 Statutory and Legal	Statutory registers Annual reports Statutory Records & returns, including incorporation documents, memorandum of incorporation and share register Minutes of meetings board and statutory committees management committees Contractual and legal agreements Intellectual property Health and safety Records Corporate policies and procedures
8.2 Human Resources	HR policies & procedures Employment equity plan and report Skills development plan and report Employee records Benefits IR disciplinary and grievance procedures and hearings, including CCMA Records Incentive scheme rules Pension fund and Medical aid records
8.3 Administration, Finance & Accounting	Accounting records Auditors reports Tax returns VAT returns Policies & procedures PAYE records UIF Workmen's Compensation
8.4 Insurance	Policies, including coverage, limits and insurers Claim Records
8.5 Information technology	Hardware

	Software packages Licences IT policies and procedures Operating systems
8.6 Sales and Marketing	Customer Records Credit application forms Statements of account Terms & conditions Marketing material and media releases: brochures, newsletters and advertising materials
8.7 Assets	Land and building register Fixed assets register Title deeds Leases
8.8 Operational information	Project records Contracts Tenders Project plans, reports, designs, drawings and specifications Billing records

**9. ACCESS: PROCEDURE AVAILABLE AND FEES**

**9.1 How to Request a Record (Section 53)**

- Requests for access to records must be made to the Information Officer in the prescribed form, **Annexure A** at the address or electronic mail address referred to above. Failure to make use of the prescribed form could result in your request being refused or delayed.
- A request for access to a record must be accompanied by payment of an initial non- refundable request fee (inclusive of VAT). This fee is not applicable to personal requests, i.e. individual seeking access to records pertaining him/herself.
- The requestor must provide sufficient detail on the request form to enable the Information Officer to clearly identify the record as well as the requestor’s identify, which is to be accompanied by positive proof of identification.
- The requestor must indicate which form of access is required and if he/she wishes to be informed on the decision on the request in any other manner, to state the necessary particulars to be so informed.
- Access is not automatic. The requestor must therefore identify the right he/she is seeking to exercise or protect and provide an explanation as to why the requested record is required for the exercise or protection of that right.



- If a request is made on behalf of a person, the requestor must then submit proof, to the satisfaction of the Information Officer, of his/her authority to make the request. Failure to do so will result in the request being rejected.

## **9.2 Decision on Request (Section 56)**

- The requestor will be notified, within 30 days, in the manner indicated by him/her of the outcome of his/her request, alternatively whether an extension not exceeding 30 days is required to deal with the request.
- If the request for access is granted a further access fee must be paid for the reproduction as well as the search and preparation of the records and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. Access will be withheld until the requestor has made payment of the applicable fee(s).
- In the event that the request for access is refused, reasons for the refusal will be provided and the requestor will be advised the he/she may lodge an application with a court against the refusal of the request, as well as the procedure for lodging the application.
- The requestor may lodge an internal appeal or an application to court against the tender
- or payment of the request fee.

## **9.3 Records not Found**

If a record cannot be found or if the records do not exist, the Information Officer shall notify the requester (providing full details of steps taken to find the record or determine its existence) that it is not possible to give access to the requested record.

If the record in question should later be found, the requester shall be given access to the record unless access is refused by BVi.

## **9.4 Availability**

This Manual is available on the company website, [www.bvi.co.za](http://www.bvi.co.za), alternatively at BVi Consulting Engineers, Menlyn Corporate Park, Garsfontein Road (M30), Menlyn, Pretoria, 0181 during office hours.

## **9.4 Fees**

The fees payable in respect of access to Records are attached as **Annexure B**.

## **10. PROCESSING OF PERSONAL INFORMATION**

POPI provides for the minimum conditions for lawful "processing" of "personal information" by a "responsible party" (as such terms are defined under POPI). These conditions may not be derogated from unless specific exclusions apply as outlined in POPI.

BVi Consulting Engineers (BVi) requires personal information relating to both natural and legal persons in order to carry out its business and organizational functions.

The manner in which this information is processed and the purpose for which it is processed is determined by BVi. Accordingly, BVi is a responsible party for the purposes of POPI and will ensure that the personal information of a "data subject" (as defined in POPI), amongst other things as prescribed by POPI:

- a) is processed lawfully, fairly and transparently. This includes the provision of appropriate information to data subjects when their data is collected by BVi, in the form of privacy or data collection notices. BVi must also have a legal basis (for example, but not limited to, consent) to process personal information;
- b) is processed only for the purposes for which it was collected;
- c) will not be processed for a secondary purpose unless that processing is compatible with the original purpose;
- d) is adequate, relevant and not excessive for the purposes for which it was collected;
- e) is accurate and kept up to date;
- f) will not be kept for longer than necessary;
- g) is processed in accordance with integrity and confidentiality principles – this includes physical and organizational measures to ensure that personal information, in both physical and electronic form, is subject to an appropriate level of security when stored, used and communicated by BVi, in order to protect against access and acquisition by unauthorised persons and accidental loss, destruction or damage; and
- h) is processed in accordance with the rights of data subjects, where applicable.

## **11. DATA SUBJECT RIGHTS**

Data Subjects have the right to:

- a) be notified that their personal information is being collected by BVi. The data subject also has the right to be notified in the event of a data breach;
- b) know whether BVi holds personal information about them and to access that information. Any request for information must be handled in accordance with the provisions of BVi's PAIA Manual;
- c) request the correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;

- d) object to BVi’s use of their personal information and request the deletion of such personal information (deletion would be subject to BVi’s record keeping requirements);
- e) object to the processing of personal information for purposes of direct marketing by means of unsolicited electronic communications; and
- f) complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPI and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its personal information.

**12. PURPOSE OF THE PROCESSING OF PERSONAL INFORMATION BY BVI**

As noted above, personal information held by BVi can only be processed for a specific purpose. The purpose for which BVi processes or will process personal information is set out below:

- a) rendering of services to our clients;
- b) employee administration;
- c) transacting with our suppliers and third-party service providers;
- d) maintaining records;
- e) recruitment;
- f) general administration;
- g) financial requirements; and
- h) compliance with legal and regulatory requirements.

**13. CATEGORIES OF DATA SUBJECTS AND ASSOCIATED PERSONAL INFORMATION**

In terms of section 1 of POPI, a data subject may either be a natural or a juristic person. The various categories of Data Subjects that BVi processes personal information in respect of and the types of personal information relating thereto includes but is not limited to:

Data Subject	Personal Information processed
Employees	ID number, contact details, physical and postal address, date of birth, age, marital status, race, employment history, criminal/background checks, fingerprints, CVs, education history, banking details, income tax reference number, remuneration and benefit information (including medical aid, pension/ provident fund information), details related to employee performance, disciplinary procedures, employee disability information, employee contracts, employee

	performance records, payroll records, electronic access records, physical access records, CCTV records, biometric records, health and safety records, training records, employment history, time and attendance records
Clients	Natural persons: ID number, information required for COVID screening compliance, contact details, physical and postal address Legal persons: Entity name, registration number, VAT number, contact details for representative persons
Suppliers and service providers	Entity name, registration number, income tax number, tax information, contact details for representative persons, B-BBEE certificates, invoices, agreements
Directors and shareholders	Name, surname, ID numbers, other information as required for reporting purposes
Website visitors	Name, email address, company name, job title and telephone number
Visitors	Physical access records, electronic access records and CCTV records

**14. SHARING OF PERSONAL INFORMATION**

BVi may share personal information with:

- (a) other companies forming part of the BVi group of companies (member firms);
- (b) service providers who perform services on behalf of BVi; and
- (c) third-party suppliers (ie. Medical Aid Consultants, Provident Fund etc).

**15. CROSS BORDER TRANSFERS OF PERSONAL INFORMATION**

Section 72 of POPI provides that Personal Information may only be transferred out of the Republic of South Africa if the:

- a. recipient country can offer such data an “adequate level” of protection. This means that its data privacy laws must be substantially similar to the Conditions for Lawful Processing as contained in POPI; or
- b. data subjects' consent to the transfer of their personal information; or
- c. transfer is necessary for the performance of a contractual obligation between the data subject and the responsible party; or
- d. transfer is necessary for the performance of a contractual obligation between the responsible party and a third party, in the interests of the data subject; or

- e. the transfer is for the benefit of the data subject, and it is not reasonably practicable to obtain the consent of the data subject, and if it were, the data subject, would in all likelihood provide such consent.

Planned cross-border transfers of personal information and the justifications therefor includes but is not limited to those detailed in this Manual.

Where personal information is transferred outside of South Africa, BVi will take steps to ensure that such transfer is subject to laws, binding corporate rules or binding agreements that provide an adequate level of protection and uphold principles for reasonable and lawful processing of personal information in terms of POPI.

BVi may from time to time need to transfer personal information to its subsidiary companies, service providers, other third parties and/or any of its member firms located in a country outside of South Africa, including for the purposes of rendering services to clients or for BVi administration purposes (including employee administration).

## **16. INFORMATION SECURITY MEASURES IMPLEMENTED BY BVI**

BVi implements and maintains reasonable technical and organisational measures to protect personal information, including by way of the implementation of policies, procedures and controls aimed at preventing any unauthorised access to, loss or destruction of personal information. BVi has a wide range of security measures designed to mitigate data security breaches, accidental loss or destruction of, or damage to, personal information.

BVi employs up to date technology to ensure the confidentiality, integrity and availability of the personal information it collects. Measures include:

- Firewalls
- Virus protection software and update protocols
- Logical and physical access control
- Secure setup of hardware and software making up the IT infrastructure

BVi has and will continue to take steps to ensure that third party providers who process personal information on behalf of BVi apply appropriate safeguards in compliance with POPI.

## **17. OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION BY A DATA SUBJECT**

Section 11(3) of POPI and regulation 2 of the POPI Regulations provides that a Data Subject may, at any time object to the processing of his/her/its personal information in

the prescribed form attached to this manual as **Annexure C** subject to exceptions contained in POPI.

## **18. REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION**

Section 24 of POPI and regulation 3 of the POPI Regulations provides that a data subject may request for their personal information to be corrected/deleted in the prescribed form attached as **Annexure D**.

## **19. COMPLAINTS IN TERMS OF POPIA**

You may lodge a complaint with the Regulator at the address and contact particulars below as set out in Clause 11:

- A breach of any of the conditions for lawful processing of POPIA;
- A non-compliance with section 22, 54, 69, 70, 71, 72 of POPIA;
- A breach of a condition of a code of conduct in terms of section 60 of POPIA.

You may also lodge a complaint with the Responsible Party by contact the following:

Information officer: Mr Stefan de Meillon  
Email Address: Stefandm@bvi.co.za

## PAIA AND POPI MANUAL

PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000  
PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013



### ANNEXURES:

**ANNEXURE A:** PAIA FORM 2 - REQUEST FOR ACCESS TO RECORDS

**ANNEXURE B:** PAIA FORM 3 - OUTCOME OF REQUEST AND FEES PAYABLE

**ANNEXURE C:** OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION  
BY A DATA SUBJECT

**ANNEXURE D:** REQUEST FOR CORRECTION OR DELETION OF PERSONAL  
INFORMATION

**ANNEXURE E:** POPI ACT SUPPORTING DOCUMENTATION

**E1:** Appointment Letter and Registration of Information Officer

# 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		
<b>PARTICULARS OF RECORD REQUESTED</b>			
<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			
<b>TYPE OF RECORD</b> <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 (including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)	
Written or printed transcription of virtual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)	
Transcription of soundtrack (written or printed document)	
Copy of record on flash drive (including virtual images and soundtracks)	
Copy of record on compact disc drive (including virtual images and soundtracks)	
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 (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)	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language (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)	

**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:	

<b>FEEES</b>	
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**

**FORM 3**  
**OUTCOME OF REQUEST AND OF FEES PAYABLE**  
 [Regulation 8]

Note:

1. If your request is granted the—
  - (a) amount of the deposit, (if any), is payable before your request is processed; and
  - (b) requested record/portion of the record will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: \_\_\_\_\_

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Your request dated \_\_\_\_\_, refers.

**1. You requested:**

Personal inspection of information at registered address of public/private body (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) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
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**OR**

**2. You requested:**

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

**3. To be submitted:**

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (including transcriptions)	
E-mail of information (including soundtracks if possible)	
Cloud share/file transfer	
Preferred language: (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)	

Kindly note that your request has been:

Approved

Denied, for the following reasons:

--

**4. Fees payable with regards to your request:**

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record			
(i) Flash drive	R40.00		
• To be provided by requestor			
(ii) Compact disc	R40.00		
• If provided by requestor			
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer:	Actual costs		
<b>TOTAL:</b>			

**5. Deposit payable (if search exceeds six hours):**

Yes

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: \_\_\_\_\_  
 Name of account holder: \_\_\_\_\_  
 Type of account: \_\_\_\_\_  
 Account number: \_\_\_\_\_  
 Branch Code: \_\_\_\_\_  
 Reference Nr: \_\_\_\_\_  
 Submit proof of payment to: \_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
 Information officer

**ANNEXURE C**

**Objection to the Processing of Personal Information in terms of Section 11(3) of POPI by a Data Subject**

*Regulations relating to the protection of Personal Information, 2018 (Regulation 2)*

**Note:**

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an annexure to this Form and sign each page.*
3. *Complete as is applicable.*

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Name(s) and surname/ registered name of Data Subject	
Unique identifier / Identity Number	
Residential, postal or business address	
Contact number(s)	
Fax number / e-mail address	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname/ registered name of Data Subject	
Residential, postal or business address	
Contact number(s)	
fax number / email address	
<b>C</b>	<b>REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(D) TO (F) (Please provide detailed reasons for the objection)</b>

Signed at .....this.....day of .....20.....

-----  
**Signature of Data Subject/Designated person**

**Request for correction or deletion of Personal Information or destroying or deletion of record of Personal Information in terms of Section 24(1) of POPI**

*Regulations relating to the protection of Personal Information, 2018*

*(Regulation 3)*

**Note:**

1. Affidavits or other documentary evidence as applicable in support of the request may be attached.
2. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.
3. Complete as is applicable.

Mark the appropriate box with an "X".

Request for:

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 authorized to retain the record of information.	

<b>A</b>	<b>DETAILS OF DATA SUBJECT</b>
Names(s) and surname/ registered name of Data Subject	
Unique Identifier/ Identity Number	
Residential, postal or business address	
Contact number(s)	
Fax number / email address	
<b>B</b>	<b>DETAILS OF RESPONSIBLE PARTY</b>
Name(s) and surname/ registered name of Data Subject	
Residential, postal or business address	
Contact number(s)	
Fax number / email address	

<b>C</b>	<b>INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED</b>
<b>D</b>	<b>REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT 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 OR 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. (PLEASE PROVIDE DETAILED REASONS FOR THE REQUEST)</b>

Signed at .....this.....day of .....20.....

-----  
**Signature of Data Subject/Designated person**





## REGISTRATION CERTIFICATE

**Registration Number: 0003752/2023-2024-IRRT/PR**

This is to certify that **Stefan de Meillon** has been registered as the **Information Officer** with the Information Regulator by **BVi Consulting Engineers (Pty) Ltd**, in terms of section 55(2) of the Protection of Personal Information Act 4 of 2013 on the **20 April 2023**.

  
Chief Executive Officer  
INFORMATION REGULATOR

**NB:** Please note that it is your responsibility to ensure that the particulars of an Information Officer and/or Deputy Information Officer(s) are correct and updated on an annual basis or as when it becomes necessary.