



FORM 2

REQUEST: CORRECTION/DESTRUCTION OF PERSONAL INFORMATION

Sections 24(1)(a) and (b) of the Protection of Personal Information Act, 4 of 2013 read with Regulation 3 of the 2018 Regulations

Note:

1. This form must be fully completed.
2. Affidavits or other documentary evidence as applicable in support of the objection may be attached.
3. If the space provided in this form is inadequate, submit information as an Annexure to this form and sign each page.

Mark the appropriate box with and "X":

Request for:

Correction of personal information about the data subject which is in possession or under the control of Huge Connect (Pty) Ltd

Destroying or deletion of a record of personal information about the data subject which is possession or under the control of Huge Connect and who is no longer authorized to retain the record of the information.

A. PARTICULARS OF HUGE CONNECT PTY LTD

THE RESPONSIBLE PARTY

REGISTERED NAME OF RESPONSIBLE PARTY	HUGE CONNECT PTY LTD
POSTAL ADDRESS:	PO Box 11691, Zwartkop, 0051
PHYSICAL ADDRESS:	2 nd Floor, 267 West Building 267 West Avenue, Centurion
TELEPHONE NUMBER:	087 820 0220
E-MAIL ADDRESS:	popia@hugeconnect.co.za
CONTACT PERSON	The Information Officer

B. PARTICULARS OF PERSON REQUESTING THE CORRECTION OR DELETION OF THE PERSONAL INFORMATION

The particulars of the person who is requesting the correction or deletion of the personal information must be provided below.

The postal address, fax number, and/or email address to which Huge Connect's response must be sent must be provided.

Proof of the capacity in which the request is made (if applicable) must be attached, i.e. Data Subject or Requester other than Data Subject, duly authorized, requesting on behalf of the Data Subject

FULL NAMES AND SURNAME:	
PROOF OF IDENTITY:	
POSTAL ADDRESS:	
FAX NUMBER:	
TELEPHONE NUMBER:	
E-MAIL ADDRESS:	
CAPACITY IN WHICH REQUEST IS MADE:	
WHEN MADE ON BEHALF OF ANOTHER PERSON THE BASIS OF THE AUTHORITY TO MAKE THE REQUEST MUST BE STATED:	

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

This section must be completed ONLY if a request for information is made on behalf of another person

FULL NAMES AND SURNAME:	
IDENTITY OR COMPANY REGISTRATION NUMBER:	

D. PARTICULARS OF PERSONAL INFORMATION PERTINENT TO THE REQUEST FOR CORRECTION OR DELETION

Provide full particulars of the personal information or record in respect of which the request for correction or deletion is made, including any reference number (if that is known to you) to enable the personal information or record to be located.

If the provided space is inadequate, please continue on a separate page and attach it to this form.

The Data Subject/Requester must sign all the additional pages

DESCRIPTION OF PERSONAL INFORMATION/RECORD OR RELEVANT PART OF THE PERSONAL INFORMATION/RECORD:	
REFERENCE NUMBER, (IF AVAILABLE):	
ANY FURTHER PARTICULARS OF RECORD:	

F. FEES

As per Regulation 2: NO charge will be levied by Huge Connect Pty Ltd in respect of:

- Assistance provided to complete this form, and
- The processing of this request.

G. TIME TO PROCESS REQUEST

The time period allowed to process your request will be 30 days.

If any longer time is needed, Huge Connect shall prior to the expiry of the mentioned 30 days notify you of the longer period of time required, which will not exceed 60 days.

H. RESPONSE TO REQUEST

Huge Connect will carefully consider the grounds on which you base your request.

In case of Huge Connect agreeing with the grounds of your request, Huge Connect will provide you with an affirmative response including a confirmation that the correction or deletion has been effected (with credible evidence in this regard).

In case of Huge Connect not agreeing with the grounds of your request Huge Connect shall provide you with a motivated response providing full reasons for its decision.

I. NOTICE OF DECISION REGARDING REQUEST

You will be notified in writing via your chosen communication method whether your request has been approved/ denied within 30 days or such longer such longer period required, which period shall not exceed an additional 60 days. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for correction or deletion?	

Signed at _____ this _____ day of _____ 20__

Printed name of Data Subject/Requester Signature of Data Subject/Requester

Once completed, this form should be submitted via post, hand delivery or email to

Huge Connect Pty Ltd

For Attention: The Information Officer

Postal Address: PO Box 11691, Zwartkop, 0051

Physical Address: 2nd Floor, 267 West Building, Centurion

Telephone: 087 820 0220

e-mail: popia@hugeconnet.co.za

Head Office: info@hugeconnect.co.za