

**POPIA – FORM 3**

**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)**

*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 insufficient, 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 authorised to retain the record of information.

A	Details of Data Subject
<b>Name(s) and Surname / Registered Name of Data Subject</b>	
<b>ID Number / Unique Identifier</b>	
<b>Residential, Postal or Business Address</b>	
<b>Contact Number(s)</b>	
<b>Email Address</b>	

<b>B</b>	<b>Details of Responsible Party</b>
<b>Name(s) and Surname / Registered Name of Data Subject</b>	
<b>Residential, Postal or Business Address</b>	
<b>Contact Number(s)</b>	
<b>Email Address</b>	
<b>C</b>	<b>Information to be corrected/deleted/destroyed/destroyed</b>
<b>D</b>	<b>Reason for Correction or deletion of the Personal Information about the Data Subject in terms of Section 24(1)(a) which is in the possession of the Responsible Party or under the control of the Responsible Party; <i>and/or</i></b> <b>Reason for Destruction/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.</b> <i>(Please provide detailed reasons for the request)</i>

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

\_\_\_\_\_  
Signature of person completing the Form