

**REQUEST FOR ACCESS TO PERSONAL DATA****Note**

- i. Documentary evidence in support of this request may be required.
- ii. Where the space provided for in this Form is inadequate, submit information as an annexure.
- iii. All fields marked \* are mandatory.

**A. DETAILS OF THE DATA SUBJECT**

*(This section is to provide the details of the Data Subject).*

Name\*

Identity Number\*

Phone number\*

E-mail address\*

*(Provide the following details, where making a request on behalf of a minor or a person who has no capacity)*

Name\*

Relationship with the Data Subject\*

Contact Information\*

**B. DETAILS OF THE PERSONAL DATA REQUESTED**

*(Describe the personal data requested)*

**C. MODE OF ACCESS**

I would like to: (Check all that apply)

Inspect the record

Listen to the record

Have a copy of the record made available to me in the following format

Photocopy (Please note that copying cost will apply)

Number of copies required

Electronic

Transcript (Please note that transcription charges may apply)

Others (specify)

**D. DELIVERY METHOD MODE OF ACCESS**

Collection in person

By mail (Provide address where different / in addition to details provided above)

Town/city

By email (provide email address where different / in addition to details provided above)

**E. DECLARATION**

Note any attempt to access personal data through misrepresentation may result in prosecution.

I certify that the information given in this application is true.

Signature

Date