



FORM 4

## OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

Section 5(d), Sections 11(3)(a) and (b) and sections 11(1)(d) to (f) of the Protection of Personal Information Act, 4 of 2013 read with Regulation 2 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.*

A. PARTICULARS OF \_\_\_\_\_ (THE RESPONSIBLE PARTY)

### THE RESPONSIBLE PARTY

<b>Registered name of Responsible Party</b>	
<b>Postal address</b>	
<b>Physical address</b>	
<b>Telephone number</b>	
<b>E-mail address</b>	
<b>Contact person</b>	

**B. PARTICULARS OF PERSON OBJECTING TO THE PROCESSING OF PERSONAL INFORMATION**

*The particulars of the person who is lodging the objection must be provided below.*

*The postal address, fax number, and/or email address to which \_\_\_\_\_'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 authorised, requesting on behalf of the Data Subject*

<b>Full name and surname</b>	
<b>Proof of identity</b>	
<b>Postal address</b>	
<b>Fax number</b>	
<b>Telephone number</b>	
<b>E-mail address</b>	
<b>Capacity in which request is made</b>	
<b>When made on behalf of another person, the basis of the authority to make the request must be stated</b>	

**C. PARTICULARS OF PERSON ON WHOSE BEHALF OBJECTION IS MADE**

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

<b>Full name and surname</b>	
<b>Identity or company registration number</b>	

<b>Initial</b>
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**D. PARTICULARS OF PERSONAL INFORMATION PERTINENT TO THE OBJECTION**

*Provide full particulars of the personal information or record in respect of which the objection to the processing of personal information 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.**

<b>Description of Personal Information / Record or Relevant part of the Personal Information Record</b>	
<b>Reference number (if available)</b>	
<b>Any further particulars of record</b>	

**E. DETAILED REASONS FOR AND PARTICULARS OF OBJECTION IN TERMS OF SECTION 5(d)**

**READ WITH SECTIONS 11(3)(a) AND (b) AND 11(d) – (f)**

*Provide detailed reasons for the objection to the processing of the personal information and/or record.*

*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**

**F. FEES**

As per Regulation 2: NO charge will be levied by H&I 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, H&I 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 OBJECTION**

H&I will carefully consider the grounds on which you base your request. In case of H&I agreeing with the grounds of the objection, considering the particular situation of Data Subject/Requester, and unless legislation provides such processing, H&I will provide you with an affirmative response including a confirmation that the processing of the specific information has been stopped).

In case of H&I not agreeing with the grounds of your objection, i.e. where it is of the view that the continued processing of personal information is indeed lawful and/or legislation provides for such processing, H&I shall provide you with a motivated response providing full reasons for its decision to continue the processing of the specific personal information.

**I. NOTICE OF DECISION REGARDING OBJECTION**

*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.*

<b>How would you prefer to be informed of the decision regarding your request for access t to the record?</b>	
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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 email:

\_\_\_\_\_  
For Attention:      The Information Officer

E-mail:              informationofficer@hiconstruction.co.za

<b>Initial</b>
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