

DATA SUBJECT ACCESS REQUEST FORM OBJECTION AGAINST PROCESSING OF PERSONAL INFORMATION

For privacy reasons and in certain circumstances, you may have the right to object against the processing of your personal information and not to be subject to a decision based solely on automated processing, which includes profiling, in accordance to the provisions of the Protection of Personal Information Act, 4 of 2013 (POPI) and other applicable data protection laws and regulations including the General Data Protection Regulation (EU) 2016/679 ("GDPR") of the European Union ("EU"), where applicable.

Should you wish to object against such processing you are required to complete this Form to enable us to consider your request.

On receipt of your request, we will balance your privacy rights and freedoms with our rights, freedoms and obligations, and the public interest to have access to certain Personal Information related to you.

We will endeavour to respond to your request promptly, but in at least 30 (thirty) days, as follows:

- our confirmation of receipt of your request; or
- our receipt of any further information we may require from you to enable us to comply with your request.

Please note that, depending on the complexity and number of request we may extend the period by a further 2 (two) months, of which we will inform you of such extension within 1 (one) month of your request.

Note that the information you provide in this form will merely be used for the purpose of identifying you and the personal information you are requesting us to erase and enabling us to respond to your request. The completion of this form is not mandatory for you to make your request, such will however assist us in processing your request efficiently.

Section A: Details of Person Lodging the Objection

First floor, Regency House, 35A, 3rd Avenue,
Newton Park, Port Elizabeth
T: +27 (0)41 484 7400

17 Fricker Road, Illovo, Johannesburg
Private Bag X32, Northlands, 2116
T: +27 (0)11 621 6600

www.thehopefactory.co.za

The Hope Factory (Association Incorporated Under Section 21) is a Non-Profit Company. Registration No. 2004/006858/08
C du Toit, EJ Carelse (Chairman), T Kgobe, A McWalter, CC Mulder, S Phillip, G Wildschutt

Full Name and Surname:	
Identity Number:	
Contact Telephone Number:	
Email Address:	
Physical Address:	
Member Number (if applicable):	

Section B: Are you the Data Subject:

Please tick the appropriate box and peruse the instructions.

- ☐ **Yes, I am the Data Subject.** I enclose herewith proof of my identity and physical address, please tick the boxes in terms of the proof:

Identification document

☐

Passport

☐

Driver's License

☐

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Birth Certificate ☐

Utility Bill or Bank Statement, not older than 3 (three) months ☐

TV License or Local Authority Tax Bill reflecting my physical address, not older than 1 (one)
year ☐

- ☐ **No, I am not the Data Subject.** I am acting on behalf of the Data Subject and enclose hereto proof of my identity, as well as the Data Subject, and a copy of the Data Subject's written authority. (Please complete **Section C** hereof)

My Documentation:

Identification document ☐

Passport

Driver's License ☐

Birth Certificate ☐

Utility Bill or Bank Statement, not older than 3 (three) months ☐

TV License or Local Authority Tax Bill reflecting my physical address, not older than 1
(one) year ☐

Written Mandate Signed by Data Subject ☐

Data Subject's Documentation:

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Identification document

☐

Passport

☐

Driver's License

☐

Birth Certificate

☐

Utility Bill or Bank Statement, not older than 3 (three) months

TV License or Local Authority Tax Bill reflecting my physical address, not older than 1

(one) year

☐

To enable us to prevent fraudulent objections from people impersonating others, or improperly seeking to suppress legal information we need to verify the identity of the person on whose behalf the request is made.

We also need to ensure that we identify the correct data subject this request relates to.

Please provide us with a certified photocopy of scanned image of one of both of the following:

- **Proof of Identity**

Identity Document, Passport, Driving License or Birth Certificate.

- **Proof of Physical Address**

Utility Bill or Bank Statement, not older than 3 (three) months; TV Licence or Local Authority Tax Bill reflecting your physical address, not older than 1 (one) year.

In the event in which we are not satisfied that you have proven your identity, we reserve the right to refuse your objection.

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Section C: Details of Data Subject (if different from Section A)

Full Name and Surname:	
Identity Number:	
Contact Telephone Number:	
Email Address:	
Physical Address:	
Member Number (if applicable):	

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Section D: Describe what Information you require are Objecting against being Processed

We need to ensure that we identify the correct data subject and exactly what personal information's processing you are objecting against.

Please provide any relevant details you are of opinion would assist us in identifying the information which are being processed and/or is subject to automated processing and profiling:

It is important to note, that should the information provided above reveal information directly or indirectly related to another person we will require such person's consent prior to us providing you with the information. In certain circumstances, where the information requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and provided with reasons for our decision.

While in most cases we will be happy to process your objection, we nevertheless reserve the following rights, to:

- dismiss your objection in the event in which we demonstrates compelling legitimate interests/grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims in terms of:

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- performance of a task carried out in public interest;
- exercising of official authority vested in us; or
- dismiss your objection in the event in which automated processing and profiling is:
 - necessary for us for entering into, or performance of, a contract between us and the Data Subject;
 - authorised by the relevant data protection laws to which we are subject to, and which also provides for suitable measures to safeguard the data subject's rights a, freedoms and legitimate interest; or
 - is based on the data subject's specific consent; and
 - subject to us implementing suitable measures to safeguard at least the data's subjects right to obtain human intervention on part of us, to express his/her point of view and to contest the decision.

We will however make every effort possible to process and consider your objection, in relations to the data subject's rights, freedoms and legitimate interests.

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Section E: Reasons for the Objection

Please make use of this section to inform us what processing and/or automated decision making or profiling you are objecting to. We might have gathered information from you on various instances, where we have requested your consent. In the event in which you wish to withdraw your consent, you may do so through the Consent Withdrawal Process, alternatively make use of the unsubscribe option on our communications. This is most relevant in communications you receive from SAICA.

1. Please describe the processing and/or automated decision making or profiling you are referring to:

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2. You are objecting against the processing and/or automated processing or profiling on the following grounds, please tick the relevant boxes:

- processing in terms of a performance of a task carried out in public interest; exercising of official authority vested in us; or exercise of an official authority vested in us; or for purposes of legitimate interest pursued by us ☐
- subject to a decision based solely on automated processing, including profiling ☐

3. Please describe any evidence or supporting documentation you are providing:

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Section F: Declaration

Please note: any attempt to mislead us may result in prosecution.

I, undersigned

(Name and Surname)

do hereby,

1. confirm that I have read and understood the terms of this Form;
2. consent to the processing of the personal information that I am submitting in this form and any personal information I may submit in further correspondence for purposes of processing this request, and where necessary my details may be shared with the supervisory authority;
3. certify that the information provided in this application is true, correct and within my personal knowledge, and that I'm authorised to submit this request;
4. understand that it is necessary to confirm my identify, and where applicable also the Data Subject's Identity on whose behalf I am acting; and
5. it might be necessary to obtain more detailed information in order to locate the correct personal information;
6. confirm that I understand that you will not be able to process my request if this Form is not properly completed or incomplete.

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Signature

Date:

Supplementary Documentation Mandatory to this Data Subject Access Request Form:

- **Proof of your Identity (refer to Section B hereof);**
- **Proof of the Data Subject's Identity (if different to the above);**
- **If applicable, authority from the Data Subject wherein you are mandated to act on his/her behalf.**

Please address and return your completed form, together with the mandatory documentation to:

Information Officer: Annie McWalter – Chief Executive Officer

Physical Address:

The Hope Factory NPC

17 Fricker Road

Illovo

Sandton

Johannesburg

2196

Email: Anniemc@saicaed.co.za and/or GDPRcompliance@saica.co.za

Telephone Number: +2711 621 6600 / +2711 479 0634

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