

DATA SUBJECT ACTION REQUEST FORM

The Personal Information required by this Data Subject Action Request Form is necessary to enable the Information Officer of TreasuryONE (Pty) Ltd and its Subsidiaries and Affiliates ('TreasuryONE') to process a Requestor's request. The information the Requestor supplies will only be used for the purposes of identifying the Personal Information the Requestor is requesting and for responding to the request, in accordance with the Protection of Personal Information Act, 2013 ('POPIA'). The Data Subject Action Request Form received may be shared with TreasuryONE's legal and administrative teams for processing and preparing a response.

TreasuryONE is permitted to charge a fee in certain circumstances if TreasuryONE is requested to provide the Requestor with a copy of the information requested in this Data Subject Action Request. The fee will be based on the administrative cost of providing the information and fees as prescribed in the Promotion of Access to Information Act.

1. Details Requestor [the person submitting the Data Subject Action Request]:

Full Name:	Former Names (if applicable):
Current Address:	Former Address (including dates of change) (if applicable):
Date of Birth:	Identity Number:
Contact Phone Number:	Email address:

2. Are you the Data Subject? (please check the applicable box)

- I am the Data Subject and enclose evidence of my identity and address.
- I am not the Data Subject, but am acting on the Data Subject's behalf as his/her/it's authorised representative.
- I have written authority, which I enclose, along with evidence of my identity and address. Details of the Data Subject whom I represent is included ins section 3 below.

To ensure that we are releasing data to the right person, please provide us with sufficient identification, in accordance with applicable law, to confirm that you are entitled to the information requested under the POPIA.

Data Subject Action Request Form

The nature of the identification required will depend on the nature of your request and your relationship with TreasuryONE. For example, if you are a TreasuryONE Supplier, please provide your Account Number or other information that can be used to identify you. If you are a third party with no affiliation with TreasuryONE, please provide at least two forms of identification sufficient to authenticate your identity and physical address.

Any identification documents sent to us should be transmitted through secure means of communication and should be photocopies or scanned images (please do not send the originals).

To help us respond to your request, please identify the Data Subject's relationship with TreasuryONE:

--

Please note that if you do not provide adequate proof of identity, then TreasuryONE reserve the right to decline to action the Data Subject's request.

3. Details of the Data Subject (if different than section 1 above then you are not the Data Subject)

Full Name:	Former Names (if applicable):
Current Address:	Former Address (including dates of change) (if applicable):
Date of Birth:	Identity Number:
Contact Phone Number:	Email address:

4. Identify what right(s) Requestor is pursuing and, in the space provided below, describe the specific information/action requested.

Please provide as much detail as possible, such as relevant dates, references, etc. For further information regarding the rights of individuals in relation to their Personal Information, please see Section 5 Protection of Personnel Information Act, 2013.

Data Subject Action Request Form

4.1 The right of access to Personal Information:

4.2 The right to correct Personal Information:

4.3 The right to object on reasonable grounds to processing of Personal Information:

4.4 The right to destruction of Personal Information:

4.5 The right restricts further processing:

4.6 The right not to be subject to decisions based solely on automated decision-making:

5. Request to access Records (if applicable)

Please provide full details of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. If the provided space is inadequate, please continue on a separate folio and attach it to this form. The Requester must please sign all the additional pages.

Data Subject Action Request Form

Description of record or relevant part of the record:

5.1 Fees

A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid. You will be notified of the amount required to be paid as the request fee. The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

5.2 Form of access to record

If the Requestor or person on whose behalf request to access records is submitted is prevented by a disability to read, view or listen to the record, state the disability and indicate in which alternate form the record is required.

Disability:

Form in which record is required:

Data Subject Action Request Form

6. Previous Data Subject Action Requests (if applicable)

Please note – This section only applies if TreasuryONE has received Data Subject Action Request or request to access Records In terms of PAIA.

Date of previous request:	
Name previous request was made under:	
Reference number of previous request:	
Nature of previous request:	

7. Notice of decision regarding request for access.

Please note that if the Requestor is making a Data Subject Action Request and the information the Requestor request reveals details directly or indirectly about another person, TreasuryONE will need to seek the consent of that person before TreasuryONE can disclose that information to the Requestor. In certain circumstances, where disclosure of part or all of the information the Requestor has requested would adversely affect the rights and freedoms of others, TreasuryONE may not be able to disclose the information to the Requestor, in which case the Requestor will be informed promptly and given full reasons for that decision in writing. Please note that information covered by a legal professional privilege or obligation cannot be disclosed.

Other types of Data Subject Action Requests are subject to certain conditions and exceptions. TreasuryONE will advise the Requestor in writing if TreasuryONE believes that the Data Subject Action Request fails to meet the requirements of the POPIA in whole or in part.

How would you prefer to be informed of the decision regarding your request for access to the record?

I hereby declare that the information provided by me is correct to the best of my knowledge, and that I am entitled to make the request identified above under the terms of the POPIA or PAIA.

Signature of the Requester/person on whose behalf the request is made:

<hr/> Signature:	<hr/> Date of request
---------------------	--------------------------

Data Subject Action Request Form

What happens next?

- (a) If your request is valid, we will acknowledge your request in writing and provide you with a reference number relating to your Data Subject Action Request and start processing your records.
- (b) If your request is valid but we are unable to identify you, we will advise you of this and request additional information.
- (c) Once TreasuryONE has all the required information, your request should be completed within 6 (six) weeks. However, if your request is complex, we will take an extension and inform you within 1 (one) month of your request. We will inform you of the reasons for the delay.
- (d) If you have sent us an invalid request (e.g., without proof or context), we will return your request along with any enclosures and advise you why your application has been rejected.
- (e) Note that all information disclosed pursuant to a Data Subject Action Request is a file copy; originals are not provided.

Supplementing this application.

If after you have received the information, you have requested you believe that:

- the information is inaccurate or incomplete; or
- we should no longer be holding that information; or
- we are using your information for a purpose of which you were unaware or to which you object; or
- we may have passed inaccurate information about you to someone else;

then you should promptly notify the TreasuryONE Information Officer by email or mail to:

The Information Officer
TreasuryONE
Lynnwood Bridge Office Park Bloukrans building 1st floor
Cnr Hilden and, Daventry Street, Lynnwood Manor
Pretoria, 0081
Email: PAIA@treasuryone.co.za