

## PROTECTION OF PERSONAL INFORMATION & PROMOTION OF ACCESS TO INFORMATION POLICY

|                             |                     |                          |                           |
|-----------------------------|---------------------|--------------------------|---------------------------|
| <b>Corporate Portfolio:</b> | Risk & Compliance   | <b>Policy Owner:</b>     | Corporate Account Manager |
| <b>Policy Title:</b>        | POPIA & PAIA Policy | <b>Policy Date:</b>      | 01 November 2025          |
| <b>Policy No:</b>           | MOL-POL-01          | <b>Next Revision Due</b> | 01 November 2028          |

|                      |                                                                                          |
|----------------------|------------------------------------------------------------------------------------------|
| <b>Presented by:</b> | <b>Mrs. Gertrude Nortje</b><br>Corporate Account Manager, Moladira Management Specialist |
| <b>Approved by:</b>  | Mr. Douglas James, CEO                                                                   |

## TABLE OF CONTENTS

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|                                                              |    |
|--------------------------------------------------------------|----|
| 1. Introduction                                              | 3  |
| 2. Business Overview – Moladira Management Specialists       | 3  |
| 3. Collection of Personal Information                        | 4  |
| 4. Collection and Use of Employee Information                | 4  |
| 5. Collection and Use of Client and Supplier Information     | 5  |
| 6. Rights of Data Subjects                                   | 5  |
| 7. Cross-Border Transfer of Personal Information             | 6  |
| 8. Disclosure of Personal Information                        | 6  |
| 9. Safeguarding Personal Information and Consent             | 6  |
| 10. Security Breaches                                        | 7  |
| 11. Access and Correction of Personal Information            | 8  |
| 12. Dispute Resolution Process                               | 8  |
| 13. Storage, Retention and Destruction of Records            | 9  |
| 14. Standards of Conduct Required of Employees               | 9  |
| 15. Artificial Intelligence Framework                        | 11 |
| 16. Amendments to This Policy                                | 12 |
| 17. Information Regulator's Contact Details                  | 12 |
| 18. Records Available Under Other Legislation                | 12 |
| 19. Access to Records Held by Moladira Management Specialist | 13 |
| 20. Fees in Respect of Private Bodies                        | 14 |
| 21. Availability of the Policy                               | 14 |
| Annexure A – Glossary of Terms                               | 15 |
| Annexure B – Prescribed Forms                                | 17 |

## 1. INTRODUCTION

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Moladira Management Specialists CC (Registration No. 2009/145908/23) (hereinafter "Moladira Management Specialists" or "the Company") is obligated to comply with the Protection of Personal Information Act (No. 4 of 2013) ("POPIA"), the Promotion of Access to Information Act (No. 2 of 2000) ("PAIA"), and applicable Artificial Intelligence (AI) governance standards. This obligation arises because the Company processes the Personal Information of its employees, candidates, suppliers, clients, and other Data Subjects within the Republic of South Africa.

This Policy constitutes the manual required in terms of section 51 of PAIA and serves the following key purposes:

- To inform Data Subjects how their Personal Information is collected, processed, secured, disclosed, and destroyed.
- To set out Moladira Management Specialist's commitment to privacy, transparency, and accountability.
- To prescribe the processes and requirements for third parties seeking access to information held by the Company.
- To outline the standards of conduct expected of all employees in respect of Personal Information.

The Information Officer (CEO) is responsible for ensuring that this Policy is published on the Company's website and is available at its offices for public inspection. Appropriate stakeholders must be made aware of the contents of this Policy whenever their consent is requested for the Processing of their Personal Information. The provisions of this Policy must be read together with relevant operational practices and procedures of Moladira Management Specialists.

## 2. BUSINESS OVERVIEW – MOLADIRA MANAGEMENT SPECIALISTS

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Moladira Management Specialists CC is a South African close corporation whose strategy is underpinned by its aspiration to manage workforce solutions and careers that deliver optimal value for all stakeholders. The Company carries on business in the following domains:

- Talent Acquisition and Recruitment
- Contingent Staffing Solutions
- Learning and Development

These services are delivered across multiple geographies and industries, requiring the responsible collection and processing of personal data at every stage of the business cycle.

## 3. COLLECTION OF PERSONAL INFORMATION

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Moladira Management Specialists collects, stores, and processes Personal Information pertaining to employees, candidates, suppliers, clients, and other stakeholders. The type of information collected depends on the purpose for which it is needed and will be processed for that specific purpose only.

Wherever appropriate, the Company will:

- Inform the Data Subject of the information required and the purpose thereof.
- Advise the Data Subject of their rights in relation to their Personal Information.

- Indicate, where possible, the consequences of failing to provide the required information (e.g. inability to process an employment application or to render a contracted service).

## **4. COLLECTION AND USE OF EMPLOYEE INFORMATION**

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### **4.1 Scope of 'Employees'**

For the purposes of this Policy, 'employees' includes potential, past, and existing employees, candidates, assignees, and independent contractors of Moladira Management Specialists.

### **4.2 Collection**

When appointing or engaging new employees/ Candidates, the Company will require Personal Information reasonably necessary for record-keeping and to assess whether the prospective employee meets the requirements of the relevant position.

### **4.3 Permitted Uses of Employee Information**

Employee Personal Information will only be used for the purpose for which it was collected, including but not limited to:

- Submissions to the Department of Employment and Labour.
- Submissions to the South African Revenue Service (SARS).
- Audit and record-keeping purposes.
- Legal proceedings and compliance with legal and regulatory obligations.
- Administrative functions of the Company.
- Disciplinary action or performance management.
- Employment benefits administration.
- Pre- and post-employment checks and screening.
- Any other purpose communicated to the employee.

### **4.4 Lawful Basis for Processing**

Personal Information of employees may only be processed where one or more of the following conditions are met:

- The employee/Candidate consents to the processing.
- Processing is necessary to fulfil contractual obligations.
- Processing is required by law.
- Processing protects a legitimate interest of the employee.
- Processing is necessary for the legitimate interests of the Company or a relevant third party.

## **5. COLLECTION AND USE OF CLIENT AND SUPPLIER INFORMATION**

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### **5.1 Scope**

For the purposes of this Policy, 'clients' includes potential, past, and existing clients and suppliers.

### **5.2 Collection and Purposes**

The Company collects and processes client and supplier Personal Information for purposes including:

- Providing products and/or services.
- Sending accounts and communications in respect of services rendered.
- Referrals to other service providers.
- Confirming, verifying, and updating details.
- Conducting market or customer satisfaction research.
- Audit and record-keeping.
- Legal proceedings and regulatory compliance.
- Marketing – conducted in strict compliance with POPIA.

### **5.3 Permitted Uses of Employee Information**

### **5.4 Lawful Basis for Processing**

Client and supplier Personal Information may only be processed where:

- Consent has been obtained from the Data Subject.
- Processing is necessary for contractual performance.
- Processing is required by law.
- Processing protects the legitimate interests of the client/supplier.
- Processing is necessary for the legitimate interests of the Company or a relevant third party.

## **6. RIGHTS OF DATA SUBJECTS**

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All Data Subjects have the following rights in respect of their Personal Information held by Moladira Management Specialists:

- To be notified when Personal Information is being collected, or when it has been accessed by an unauthorised person.
- To establish whether the Company holds their Personal Information and to request access thereto.
- To request correction, destruction, or deletion of Personal Information.
- To object, on reasonable grounds, to the processing of Personal Information.
- To object to the processing of Personal Information for direct marketing purposes.
- Not to receive unsolicited electronic marketing communications.
- Not to be subject to decisions based solely on automated processing.
- To lodge a complaint with the Information Regulator.

## **7. CROSS-BORDER TRANSFER OF PERSONAL INFORMATION**

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Where Moladira Management Specialists transfers any Personal Information outside the borders of the Republic of South Africa, the Company will ensure that the recipient is subject to applicable privacy laws, binding corporate rules, or a binding agreement that provides an adequate level of protection as required by POPIA or any other applicable law.

## **8. DISCLOSURE OF PERSONAL INFORMATION**

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Subject to applicable legislative provisions, Moladira Management Specialists may share a Data Subject's Personal Information with third parties for the purposes set out in this Policy, and may obtain information from such third parties for similar reasons.

The Company may also disclose Personal Information where there is:

- A legal duty or right to disclose under applicable legislation.
- A contractual obligation requiring disclosure.
- A necessity to protect the Company's legal rights.

## 9. SAFEGUARDING PERSONAL INFORMATION AND CONSENT

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POPIA requires Moladira Management Specialists to adequately protect the Personal Information it holds and to prevent unauthorised access or use.

The Company will:

- Regularly review its technical and operational security controls and processes.
- Ensure each new employee signs a consent agreement for the use and storage of their Personal Information.
- Require existing employees who have not yet done so to sign relevant consent documents.
- Require suppliers and Operators to enter into a written agreement guaranteeing compliance with POPIA.
- Hold clients and suppliers responsible for obtaining consent from all Data Subjects whose information they disclose to the Company.

### 9.1 Information Officer Details

Moladira Management Specialist has appointed an Information Officer responsible for ensuring compliance with POPIA and PAIA:

|                        |                                                                                |
|------------------------|--------------------------------------------------------------------------------|
| <b>CEO:</b>            | Douglas Aldridge James                                                         |
| <b>Street Address:</b> | 606 Kudu Street, Panorama Office Park, Unit A6, Allens Nek, Roodepoort, 1709   |
| <b>Telephone:</b>      | +27 011 568 4746                                                               |
| <b>Email:</b>          | <a href="mailto:douglas@moladiraskills.co.za">douglas@moladiraskills.co.za</a> |
| <b>Website:</b>        | <a href="http://www.moladiraskills.co.za">www.moladiraskills.co.za</a>         |

## 10. SECURITY BREACHES

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Should the Company detect a security breach on any system containing Personal Information, it will:

- Assess the nature and extent of the breach to determine whether Personal Information has been compromised.
- Activate its Incident Response Plan, which includes notifying affected parties and the Information Regulator.

### **10.1 Notification Methods**

Notification will be provided in writing via:

- Email
- Registered mail
- Publication on the Company's website (where individual notification is not possible)

### **10.2 Notification Content**

The notification will include (where possible):

- A description of the possible consequences of the breach.
- The measures taken to address the breach.
- Recommendations to the Data Subject to mitigate adverse effects.

The identity of the party responsible for the breach.

### **10.3 Reporting Responsibilities**

The following provisions will apply:

- The Information Officer will oversee the breach investigation.
- The Information Officer will report to the Information Regulator promptly following any breach.
- The Information Officer will notify affected Data Subjects within 2 working days of a confirmed breach.
- These timeframes are guidelines; earlier reporting may be required depending on the circumstances.

## **11. ACCESS AND CORRECTION OF PERSONAL INFORMATION**

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Data Subjects have the right to:

- Request access to any Personal Information that Moladira Management Specialists holds about them.
- Request that their Personal Information be updated, corrected, or deleted on reasonable grounds.

All such requests must be submitted to the Information Officer at the contact details provided in Section 9.1.

Where a Data Subject objects to the processing of their Personal Information, the Company may no longer process the said information. The Data Subject must provide reasons for their objection, and the consequences of withholding consent must be communicated clearly before the objection is confirmed.

## **12. DISPUTE RESOLUTION PROCESS**

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POPIA provides a framework for individuals to protect their privacy rights and seek recourse in the event of unlawful processing of Personal Information. The following escalation path applies:

- Step 1: Internal Resolution – submit a written complaint to the Information Officer.
- Step 2: Lodge a complaint with the Information Regulator (if unresolved internally).
- Step 3: Mediation.
- Step 4: Legal Action.

### **12.1 Internal Resolution Process**

Upon receipt of a complaint, the Information Officer will:

- Acknowledge the complaint within 7 (seven) working days and request any additional information required.
- Engage with relevant internal parties to investigate the dispute.
- Convene a without-prejudice meeting within 20 (twenty) working days of the complaint being received, or on such other date as agreed.

If the dispute cannot be resolved internally, the parties may elect to pursue an alternative dispute resolution mechanism.

## **13. STORAGE, RETENTION AND DESTRUCTION OF RECORDS**

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Moladira Management Specialists is obligated to retain certain records as prescribed by law. The following principles apply:

- All Personal Information will be stored securely (in hard copy or electronically in a centralised, secured database) for the purpose for which it was collected.
- The database will be audited regularly to ensure the ongoing safety and security of stored data.
- Any cross-border transfer of Personal Information will comply with the requirements outlined in Section 7 of this Policy.
- Once the purpose for which Personal Information was held has expired, such information will be securely archived for a period of 7 (seven) years in accordance with the Companies Act, 71 of 2008, or longer where required by other applicable legislation.
- Thereafter, all Personal Information will be permanently and irreversibly destroyed.

For full details, refer to the Moladira Management Specialists Data Retention and Destruction Policy.

## **14. STANDARDS OF CONDUCT REQUIRED OF EMPLOYEES**

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In addition to the provisions of this Policy, employees' contracts, the disciplinary code, and other applicable Company policies, the following standards must be complied with at all times. A breach may result in serious disciplinary action, including dismissal for a first offence.

### **14.1 Accountability**

Each employee must ensure that the conditions for processing Personal Information are complied with, both at the point of determining the purpose and means of processing and throughout the processing itself.

### **14.2 Processing Limitation**

Personal Information must be processed:

- Lawfully, and in a reasonable manner that does not infringe the privacy of the Data Subject.
- Only to the extent that it is adequate, relevant, and not excessive for the stated purpose.

Processing is only permitted where one or more of the following apply:

- The Data Subject (or a competent person, in the case of a child) has consented.
- Processing is necessary to conclude or perform a contract.
- Processing complies with a legal obligation imposed on the Company.
- Processing protects a legitimate interest of the Data Subject.
- Processing is necessary for the proper performance of a public law duty by a public body.
- Processing is necessary for the legitimate interests of the Company or a relevant third party.

Information must be collected directly from the Data Subject, except where the information is contained in a public record or has been deliberately made public by the Data Subject.

#### **14.3 Purpose Specification**

Personal Information may only be collected for a specific, explicitly defined, and lawful purpose related to a function or activity of the Company.

#### **14.4 Further Processing Limitation**

Further processing must be compatible with the original purpose of collection. Further processing is only permitted where:

- The Data Subject has consented.
- It is necessary for the performance of a contract.
- It is compatible with the original purpose.
- The information is available in a public record or has been made deliberately public.
- It is in compliance with a legal obligation.
- It is necessary to protect legitimate interests.
- It is necessary for research, statistical, or historical purposes.
- Transfer to third parties is required to achieve the original processing purpose.

#### **14.5 Security Safeguards**

Employees must secure the integrity and confidentiality of Personal Information in their possession by taking appropriate technical and organisational measures to:

- Prevent loss, damage, or unauthorised destruction of Personal Information.
- Prevent unlawful access to or processing of Personal Information.

Employees must also:

- Identify all foreseeable internal and external risks to Personal Information.
- Establish, maintain, verify, and update appropriate safeguards against identified risks.
- Use unique and strong passwords and keep all devices in a secure environment.

#### **14.6 Employee Training and Awareness**

Employees must attend internal POPIA and PAIA awareness sessions conducted on an ongoing basis by the Company and must familiarise themselves with all codes of conduct and information obtained from the Information Regulator.

## **15. ARTIFICIAL INTELLIGENCE FRAMEWORK**

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### **15.1 Purpose and Alignment**

In line with the Company's commitment to responsible data management under POPIA, Moladira Management Specialists recognises the growing use of Artificial Intelligence (AI) and automated data processing systems in recruitment, human resources, and client service delivery. This section ensures that all AI-enabled processes are deployed lawfully, fairly, transparently, and with appropriate human oversight.

### **15.2 Definition**

For the purposes of this Policy, Artificial Intelligence (AI) means any computer system or application that performs tasks which ordinarily require human intelligence, including but not limited to automated candidate screening, predictive analytics, digital assessments, and workforce allocation systems.

### **15.3 Ethical Use of AI**

- All AI technologies must be deployed to enhance human decision-making, not replace it.
- Decisions with a legal or significant effect on an employee, candidate, or client shall not be made solely by AI systems without human review and approval.
- AI outputs must be explainable, auditable, and demonstrably fair.

### **15.4 Lawful Processing via AI**

- Personal Information processed by AI must comply with POPIA's conditions for lawful processing.
- Automated systems may only use Personal Information collected for a legitimate purpose and with consent where required.
- Data Subjects will be informed when their information is used for AI-driven or automated decision-making.

### **15.5 Data Protection and Security**

- AI systems must maintain data minimisation, accuracy, and security standards.
- Access to AI data and models will be restricted to authorised personnel.
- All AI vendors and partners must meet the Company's POPIA compliance and data protection standards.

### **15.6 Fairness, Bias, and Accountability**

- The Company shall monitor AI algorithms for unintended bias or discriminatory outcomes.
- Regular AI audits and impact assessments will be conducted.
- Identified risks must be documented and addressed through corrective action.

### **15.7 Transparency and Data Subject Rights**

- Individuals have the right to request information on whether AI was used in a decision affecting them.
- Data Subjects may request that a human decision-maker review any AI-generated outcome.

### **15.8 Oversight and Governance**

- The Information Officer will oversee compliance with this AI framework.

- A designated AI Ethics Lead or Data Protection Officer may be appointed to monitor AI ethics.
- The Company will maintain a register of all AI systems in use, including their purpose and data sources.

### 15.9 Continuous Improvement

The Company commits to reviewing and adapting its AI practices to reflect changes in legislation, technology, and ethical standards.

## 16. AMENDMENTS TO THIS POLICY

Amendments to this Policy will be made from time to time at the discretion of Moladira Management Specialists and in response to any changes in applicable law. All amendments will be communicated appropriately to staff and made available on the Company's website.

## 17. INFORMATION REGULATOR'S CONTACT DETAILS

The Guide available in terms of PAIA may be obtained from the Information Regulator. All related queries should be directed to:

|                          |                                                                                                |
|--------------------------|------------------------------------------------------------------------------------------------|
| <b>Street Address</b>    | JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001                                 |
| <b>Postal Address</b>    | PO Box 31533, Braamfontein, Johannesburg, 2001                                                 |
| <b>Website</b>           | <a href="http://www.inforegulator.org.za">www.inforegulator.org.za</a>                         |
| <b>General Enquiries</b> | <a href="mailto:enquiries@inforegulator.org.za">enquiries@inforegulator.org.za</a>             |
| <b>PAIA Complaints</b>   | <a href="mailto:PAIAComplaints@inforegulator.org.za">PAIAComplaints@inforegulator.org.za</a>   |
| <b>POPIA Complaints</b>  | <a href="mailto:POPIAComplaints@inforegulator.org.za">POPIAComplaints@inforegulator.org.za</a> |

## **18. RECORDS AVAILABLE UNDER OTHER LEGISLATION [s 51(1)(b)(iii)]**

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The following legislation provides for the availability of certain records:

- Basic Conditions of Employment Act, 75 of 1997
- Broad-Based Black Economic Empowerment Act, 53 of 2003
- Companies Act, 71 of 2008
- Electronic Communications and Transactions Act, 25 of 2002
- Employment Equity Act, 55 of 1998
- Income Tax Act, 58 of 1962
- King Code of Governance for South Africa, 2009 (King IV)
- Labour Relations Act, 66 of 1995
- Regulation of Interception of Communications Act, 70 of 2002
- Skills Development Act, 97 of 1998
- Skills Development Levies Act, 9 of 1999
- Value-Added Tax Act, 89 of 1991
- International Financial Reporting Standards
- Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- Competition Act, 89 of 1998
- Copyright Act, 98 of 1978
- Currency and Exchange Act, 9 of 1933
- Financial Advisory and Intermediary Services Act, 37 of 2002
- General and Further Education and Training Quality Assurance Act, 58 of 2001
- Protected Disclosure Act, 26 of 2000
- Promotion of Access to Information Act, 2 of 2000
- Occupational Health and Safety Act, 85 of 1993
- Immigration Act, 13 of 2002
- National Credit Act, 34 of 2005
- Unemployment Insurance Act, 63 of 2001
- Unemployment Insurance Contributions Act, 4 of 2002
- Prevention and Combating of Corrupt Activities Act, 12 of 2004
- Prevention of Organised Crime Act, 121 of 1998
- Promotion of Equality and Prevention of Unfair Discrimination Act, 4 of 2000
- National Water Act, 36 of 1998
- National Road Traffic Act, 93 of 1996
- Arbitration Act, 42 of 1965
- Constitution of the Republic of South Africa, 108 of 1996
- Consumer Protection Act, 68 of 2008
- Protection of Personal Information Act, 4 of 2013
- Close Corporations Act, 69 of 1984
- Insolvency Act, 24 of 1936
- Cyber Crimes Act, 19 of 2020

## 19. ACCESS TO RECORDS HELD BY MOLADIRA MANAGEMENT SPECIALISTS

### 19.1 Automatic Disclosures [s 51(1)(b)(ii)]

The following information is freely available without requiring a formal request:

- Moladira Management Specialists CC website: [www.moladiraskills.co.za](http://www.moladiraskills.co.za)

### 19.2 Records Available Upon Request [s 51(1)(b)(iv)]

Recording a category or subject matter in this Policy does not guarantee that access will be granted. All requests will be evaluated on a case-by-case basis in accordance with POPIA. Categories of records that may be requested include:

- Human Resources: Employee policies, employment contracts, employee details and benefits.
- Company Records: Company registrations, directors' appointment documentation, statutory documentation, minutes and resolutions.
- Financial Records: Financial statements, tax records.
- Governance, Risk and Compliance: B-BBEE certificates.

### 19.3 Request Procedure [s 53]

A requestor must:

- Complete the prescribed Form 2 (see Annexure B) and submit it to the Information Officer at the address or email address provided in Section 9.1.
- Provide sufficient detail to enable the Information Officer to identify the record and the requestor.
- Indicate the preferred form and manner of access.
- Identify the right sought to be exercised or protected and explain why access to the record is required.
- Where acting on behalf of another person, submit proof of authorisation.

### 19.4 Fees [s 54]

A requestor who seeks access to records containing their own Personal Information is not required to pay a request fee. All other requestors must pay a request fee of R50.00 before processing commences. If access is granted, an additional access fee may be charged for search, reproduction, and preparation time exceeding the prescribed hours.

## 20. FEES IN RESPECT OF PRIVATE BODIES

The fee for a copy of this Policy (per Regulation 9(2)(c)) is R2.00 per A4-size page. The following reproduction fees apply:

| Description                                                                               | Rands (R) |
|-------------------------------------------------------------------------------------------|-----------|
| Photocopy of an A4-size page or part thereof                                              | 2.00      |
| Printed copy of an A4-size page held on a computer or in electronic/machine-readable form | 2.00      |

|                                                                          |               |
|--------------------------------------------------------------------------|---------------|
| Copy in computer-readable form on a flash drive                          | 40.00         |
| Transcription of visual images (per A4-size page)                        | Outsourced    |
| Transcription of an audio record (per A4-size page)                      | 24.00         |
| Copy of an audio record                                                  | 40.00         |
| Search and preparation (per hour, excluding the first hour; max R435.00) | 435.00        |
| <b>Request fee payable by non-personal requestor (Regulation 11(2))</b>  | <b>435.00</b> |

For the purposes of section 54(2) of the Act:

- Six hours is the threshold before a deposit becomes payable.
- One third of the total access fee is payable as a deposit.
- Actual postage costs apply when a record must be posted to a requestor.

## 21. AVAILABILITY OF THE POLICY

This Policy is available for public inspection at:

Moladira Management Specialist CC 606 Kudu Street, White Thorne Office Park, Unit A6,  
Ground Floor Allens Nek, Roodepoort, 1709

Hard copies of this Policy are available on request. Any transmission costs or postage charges will be for the account of the requestor [s 51(3)]. The Policy is also published on the Company's website: [www.moladiraskills.co.za](http://www.moladiraskills.co.za).

## ANNEXURE A – GLOSSARY OF TERMS

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**Data Subject** means a natural person or juristic person to whom Personal Information relates or from which a Data Subject can be identified.

**Destruction** means disposal, destruction, and/or de-identification of records of Personal Information where Moladira Management Specialists is no longer authorised to retain such information or where it has become obsolete in terms of the Company's data retention policy, done in a manner that prevents reconstruction in an intelligible form.

**Operator** means any person or entity that processes Personal Information on behalf of Moladira Management Specialists. The Company, as the responsible party, determines the purpose and means of processing.

**Personal Information** means (and for the purposes of this Policy includes Special Personal Information where applicable) information relating to an identifiable, living natural person, and where applicable, an identifiable existing juristic person, including but not limited to:

- Race, gender, sex, pregnancy, marital status, nationality, ethnic or social origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language, and birth.
- Education, medical, criminal, or employment history; financial transactions.
- Identifying numbers, email addresses, physical addresses, telephone numbers, location information, online identifiers.
- Biometric information.
- Personal opinions, views, or preferences.
- Private or confidential correspondence.
- Views or opinions of another individual about the person.
- The name of the person where it appears with other Personal Information relating to that person.

In respect of juristic persons, Personal Information includes full legal name, company registration number, tax/VAT number, banking details, contact information, and residential/postal address.

**Processing** means any operation or activity concerning Personal Information, whether or not by automatic means, including collection, receipt, recording, organisation, storage, updating, retrieval, alteration, consultation, use, dissemination, merging, linking, restriction, erasure, or destruction.

**Retention** means the keeping, maintenance, and use of records for their relevant purpose only, for the length of time for which they are required.

**Special Personal Information** means information concerning an individual's religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health or sex life, biometric information, and criminal behaviour to the extent that it relates to alleged offences or proceedings in respect thereof.

## ANNEXURE B – PRESCRIBED FORMS

### FORM 2 – REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

[s 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)] [Regulation 7]

**NOTE:** Proof of identity must be attached by the requester. If the request is made on behalf of another person, proof of such authorisation must also be attached.

TO: The Information Officer, Moladira Management Specialist CC

Address: Block A, White Thorn Office Park, 606 Kudu Street, Allen's Nek, 1709

Email: douglas@moladiraskills.co.za

REQUEST IS MADE IN MY OWN NAME ☐      REQUEST IS MADE ON BEHALF OF  
ANOTHER PERSON ☐

#### A. Personal Information of Requestor

|                                    |  |
|------------------------------------|--|
| Full Names                         |  |
| Identity Number                    |  |
| Capacity (if on behalf of another) |  |
| Postal Address                     |  |
| Street Address                     |  |
| Email Address                      |  |
| Telephone (Business)               |  |
| Cellular Number                    |  |
| Facsimile                          |  |

#### B. Information on Person on Whose Behalf Request is Made (if applicable)

|                 |  |
|-----------------|--|
| Full Names      |  |
| Identity Number |  |

|                        |  |
|------------------------|--|
| <b>Postal Address</b>  |  |
| <b>Street Address</b>  |  |
| <b>Email Address</b>   |  |
| <b>Telephone</b>       |  |
| <b>Cellular Number</b> |  |

### C. Particulars of Record Requested

|                                    |  |
|------------------------------------|--|
| <b>Description of Record</b>       |  |
| <b>Reference Number (if known)</b> |  |
| <b>Further Particulars</b>         |  |

### D. Form and Manner of Access Required

| <b>Form of Access</b>                          | <b>Mark <input checked="" type="checkbox"/></b> |
|------------------------------------------------|-------------------------------------------------|
| Printed copy                                   | <input type="checkbox"/>                        |
| Written/printed transcription of visual images | <input type="checkbox"/>                        |
| Transcription of soundtrack                    | <input type="checkbox"/>                        |
| Copy on flash drive                            | <input type="checkbox"/>                        |
| Copy on compact disc                           | <input type="checkbox"/>                        |
| Copy saved on cloud storage                    | <input type="checkbox"/>                        |
| Personal inspection at registered address      | <input type="checkbox"/>                        |
| Postal services to postal address              | <input type="checkbox"/>                        |

|       |                          |
|-------|--------------------------|
| Email | <input type="checkbox"/> |
|-------|--------------------------|

**E. Particulars of Right to be Exercised or Protected**

|                                            |  |
|--------------------------------------------|--|
| <b>Right to be exercised or protected:</b> |  |
| <b>Reason record is required:</b>          |  |

**F. Fee Exemption (if applicable)**

|                              |  |
|------------------------------|--|
| <b>Reason for exemption:</b> |  |
|------------------------------|--|

You will be notified in writing whether your request has been approved or denied, and if approved, the costs relating to your request (if any).

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

\_\_\_\_\_  
Signature of Requestor / Person on Whose Behalf Request is Made

**FOR OFFICIAL USE ONLY**

|                                                           |  |
|-----------------------------------------------------------|--|
| <b>Reference Number</b>                                   |  |
| <b>Request Received by<br/>(Rank, Name &amp; Surname)</b> |  |
| <b>Date Received</b>                                      |  |
| <b>Access Fee</b>                                         |  |
| <b>Deposit (if any)</b>                                   |  |

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Signature of Information Officer