



Subject access request form

Should DevMan hold your Personal Information, you are entitled to request access to such information in accordance with the provisions of the Protection of Personal Information Act, 4 of 2013 (POPIA).

This form is designed to assist you request access to your aforesaid information., You are required to complete this form to enable us to provide you with the relevant data.

We will endeavour to respond to your request promptly.

Note that the information you provide in this form will merely be used for the purpose of identifying you and enabling us to respond to your request.

Form

Section A: Details of the Data Subject

Full name	
Identity number	
Contact number	
Email address	
Physical address	
Are you the data subject? (Yes/No)	

Please attach proof of your identity by including either an identification document, passport, or driver's license.

Section B: Describe what Information you require

Please provide any relevant details that would assist us in identifying the requested information.

Section C: Information about the Collection and Processing of Personal Information

Should you require information about any of the following, please tick the relevant boxes:

- Why we are processing your Personal Information
- To whom your Personal Information is disclosed
- The Source of your Personal Information

Section D: Important notes

Should the data 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 data. 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 provide you with the information you request, we nevertheless reserve the following rights, to:

- charge a reasonable fee or refuse your request if it is considered as being manifestly unfounded, excessive or repetitive;
- refuse your request because you already have such information, or providing such information proves impossible, or would involve a disproportionate effort for processing, for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to the applicable conditions and safeguard; or
- where it is likely to render impossible or it would seriously impair the achievement of the objectives of that processing.

We will however make every effort possible to provide you with a satisfactory form of access or summary of the information, if suitable.

Section E: Declaration

I, undersigned _____ do hereby,
(Full name)

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;

5. it might be necessary to obtain more detailed information to locate the correct personal information; and
6. confirm that I understand that you will not be able to process my request if this form is not properly completed or incomplete.

(Signature)

(Date)

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

Gregg Abrahams

informationofficer@devman3.com

+27 (0)21 422 3627

408 The Studios, 112 Buitengracht Street, Cape Town, 8001

Should you on receipt of the Information requested believe that:

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

then you should notify the Information Officer immediately.