

FORM 3

**APPLICATION FOR THE ISSUE OF A CODE OF CONDUCT IN TERMS OF
SECTION 61(1)(b) OF THE PROTECTION OF PERSONAL INFORMATION ACT,
2013 (ACT NO. 4 OF
2013)**

**REGULATIONS RELATING TO THE PROTECTION OF PERSONAL
INFORMATION, 2017
[Regulation 5]**

| A | DETAILS OF PRIVATE OR PUBLIC BODY (APPLICANT) |
|--|--|
| Indicate whether applicant is a private or a public body: | |
| List class of bodies, or of any industry, profession, or vocation, you represent: <i>(Attach proof of representation)</i> | |
| Business address: | |
| | |
| | |
| | |
| | |
| | Code () |
| Contact number(s): | |
| Fax number: | |
| E-mail address | |
| B | DETAILS OF PERSON WHO COMPLETES THIS FORM |
| Full names of person completing this Form: | |
| Capacity in body: | |
| Does the person completing this Form have the authorisation of the body he/she represents to lodge this application? <i>(Attach authorisation)</i> | |
| Business address <i>(if different from body's address)</i> : | |
| | |
| | |
| | Code () |

| | |
|--------------------|---|
| Contact number(s): | |
| Fax number: | |
| E-mail address: | |
| C | REASONS FOR APPLICATION FOR INFORMATION REGULATOR TO ISSUE A CODE OF CONDUCT <i>(Please provide detailed reasons for the request)</i> |
| | |

Signed at this day of20.....

.....
Signature of person completing form

FORM 4

**APPLICATION FOR THE CONSENT OF A DATA SUBJECT FOR THE PROCESSING OF
PERSONAL INFORMATION FOR THE PURPOSE OF DIRECT MARKETING IN TERMS OF
SECTION 69(2) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017
[Regulation 6]

TO:

(Name and address of data subject)

FROM:

Contact number(s):

Fax number:

E-mail address:

(Name, address and contact details of responsible party)

Dear *Mr/Ms/Dr/Adv/Prof _____

PART A

1. In terms of section 69 of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), the processing of personal information of a data subject (the person to whom personal information relates) for the purpose of direct marketing by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by this responsible party. After you have indicated your wishes in Part B, you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.

2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—

- (a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- (b) dissemination by means of transmission, distribution or making available in any other form; or
- (c) merging, linking, as well as restriction, degradation, erasure or destruction of information.

3. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—

- (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- (b) information relating to the education or the medical, financial, criminal or employment history of the person;
- (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- (d) the biometric information of the person;
- (e) the personal opinions, views or preferences of the person;
- (f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- (g) the views or opinions of another individual about the person; and
- (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

(Signature of person authorised by responsible party)

Full names and designation of person signing on behalf of responsible party:

Date: _____

PART B

I, _____ (full names) hereby:

Consent to goods and services to be marketed by means of unsolicited electronic communication.

SPECIFY GOODS AND SERVICES:

SPECIFY METHOD OF COMMUNICATION: FAX : ☐
E - MAIL : ☐
SMS : ☐
OTHERS – SPECIFY:

☐

Give my consent.

☐

Do not give my consent.

Signed at this day of20.....

.....
Signature of data subject